

## Property Administrator

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Company: Dexters Estate Agent Group

Location: United Kingdom

Category: other-general

Are you a natural communicator who loves to solve problems? We need your customer service skills to help grow our Lettings Progression department!

**About the role:** This is a great opportunity for someone with excellent Customer Service experience to join an established company and develop their career within the Property sector.

**Salary:** £25,000-£28,000 DOE

**Hours:** Monday - Friday 8.30am-5.30pm

**Location:** West London, based in office full time

### Key responsibilities include:

- Assisting and supporting the Lettings Progressors with any administration work required in line with progressing a new tenancy.
- Ensure all supporting documents for Landlords are received and uploaded to the database before a property can go to on the market.
- Tenancy deposit registration/renewal deposit registration/un-protection.
- Arranging property cleanings, inventories, and utilities and to action special requirements agreed on the offer.
- Assisting the Lettings Progressors with the processing of change ownerships on the

system.

- Understanding of building, content, rent insurance and eviction cover and uploading policies to the database.
- Assisting with customers, clients, and suppliers enquiries in the office.
- Completing of all other business administration duties and projects as assigned.

### **Company Benefits**

- Generous reward packages with uncapped commission
- Fast track career options
- Pension contribution scheme
- Comprehensive training programme from apprenticeship to industry qualifications
- Team and social events
- Birthday day off
- Generous holiday allowance, 25 days+ (including extra days for long service)
- Paid day off to volunteer at the charity of your choice
- Wellbeing support
- Beauty and fitness discounts
- Enhanced Maternity and Paternity
- Season ticket loan
- Cycle to work scheme including Forest bikes

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