

Receptionist / Property Secretary (Maternity Cover)

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Company: Bluetownonline

Location: London

Category: other-general

Job Title : Receptionist / Property Secretary (Maternity Cover – Fixed 12-month contract) Salary : Up to £35,000 subject to experience Location: London / Camden Job Type: Full Time, Initial 12-month contract potentially leading to a full-time appointment

About The Role: We are seeking a Receptionist/Property Assistant with a minimum 2 years experience. This is an office based role and we are looking for someone to join our friendly and highly motivated team at our modern Camden office. The role offers the ideal opportunity for career progression for the right candidate. Duties Will Include: Updating website and property portals Preparing property details, contracts and other documents Preparing letters, sending emails, updating spreadsheets, logging applicant/tenant enquiries Liaising with Tenants and monitoring lettings and tenancy renewals Preparing tenancy agreements and associated documents Handling incoming telephone calls and enquiries General Reception duties including meeting and greeting Clients and Visitors Providing administrative support to the Directors Ordering and management of office supplies General office administration and duties The ideal candidate will: Have excellent computer skills and experience with MS Office programs Have a good multi-tasking ability Be well organised and presentable Have good customer facing skills Have strong communication skills Be pro-active and able to handle a variety of admin tasks

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