

## 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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