

Commercial Property Management Assistant Gravesend



Caxtons is a well-established, successful and forward thinking company, looking for a Commercial Property Management Assistant for based in its Gravesend office.

This role is part-time on a Monday and another day to be agreed during the week. Working hours are 9 – 5.30 pm with an hour for lunch.

The successful applicant will ideally have previous property experience although this is not essential.

OVERVIEW OF ROLE

In assisting property managers the role will require good interpersonal skills, the ability to work as part of a team, be highly organised, and hold excellent verbal and written communication skills.

SUMMARY OF DUTIES:

- Assisting with all aspects of property management including but not limited to:-
 - Telephone liaison with clients, tenants and contractors
 - Fielding calls for property managers and dealing with calls where possible
 - Liaising with clients, tenants or contractors in reception if property manager is unavailable
 - Typing invoices
 - Composing correspondence
 - Keeping records and files up-to-date
 - Liaising with solicitors on behalf of the Property Managers where necessary
 - Organise key cutting as and when required
 - Assisting with repairs, maintenance and services
 - Undertaking vacant property inspections including taking meter readings

- General Correspondence including but not limited to:-
 - Audio & Copy Typing
 - Filing
 - Photocopying
 - Scanning
 - Opening daily post
 - Maintain a good working relationship with Property Managers
 - General office administration
 - Setting up records/files
 - Archiving
 - Attending team meetings and taking minutes
 - Taking and directing company telephone calls

This job description in no way states or implies that the essential duties described are the only responsibilities. The employee is required to follow any other instruction and to perform other work duties at the request of their line manager/director.

SKILLS REQUIRED

- High standard of written and spoken English, especially grammar and spelling
- High level of concentration, accuracy and attention to detail
- Self-motivated with a methodical and organised approach
- Able to effectively prioritise and multi-task
- Excellent people skills
- Ability to effectively communicate both orally and in writing with peers, managers, clients, contractors etc.
- Dependable and flexible as well as possessing the ability to maintain a high level of confidentiality
- Proactive, and able to take responsibility for own work
- Good working knowledge of Microsoft Office packages
- Full, clean UK driving licence and own vehicle including insurance for business use

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BENEFITS

Business Mileage:	45p per mile
Benenden	With Benenden Health Care free after one year's service but can join the plan self-funded from 1 st July each year.
Car Parking:	Paid car parking is dependent upon your job description and your location. However, a season ticket scheme is in operation with the local council costing £40 per month via salary deduction.
Cash Plan:	Medicash - Money back on glasses, dental care, head massage, physiotherapy, osteopath and counselling free after one years' service but can join the scheme and benefit from Company rates on 1 st July each year.
Employee Assistance Program:	The Company funds the EAP through Health Assured and covers all staff. This offers free access to a 24 hour helpline with experts covering counselling, family matters, legal, financial, insurance claims, consumer issues, childcare issues, work and housing issues.
Holidays:	Our holiday year runs from 1 st July to 30 th June each year. You will be entitled to 22 days holiday pro-rated rising by one day per annum to a maximum of 25 days plus all bank holidays pro-rated.
Learning and Development Programme	There is a Learning and Development Programme in place. This programme includes a full job description and is designed to help you settle into your new role and ensure that appropriate training is given. This programme includes a series of one to one meetings with your line manager and departmental director.
Long Service Award:	<p>The Company recognises and values its long serving employees and the following scheme is in place.</p> <p>5 years Long Service Award – 1 extra day annual leave 10 years Long Service Award – Total of 2 extra days annual leave 15 years Long Service Award – Total of 3 extra days annual leave 20 years Long Service Award – Total of 4 extra days annual leave 25 year Long Service Award – Total of 5 extra days annual leave 30 years + other Awards apply.</p>
Pension:	<p>The Company has a pension scheme in place with Aviva. Employees contribute 5% and employer 3%. You can contribute a higher percentage if you wish.</p> <p>In accordance with current legislation the Company has to enrol you in the scheme. Should you wish to opt out you will need to contact Aviva to arrange this directly. Once we are notified by Aviva of your opting out then a full refund will be issued.</p> <p>A pension surgery is held on site twice a year and pension advice is available from our broker.</p>
Sports & Social Committee:	Various subsidised events including restaurant visits, a ball, brewery trip as well as a fully funded Christmas dinner. Charity fund raising events take place such as a bake off, raffles, soup kitchen, dress down days and cycle challenges.
Subscription	Payment of all relevant professional membership fees upon agreement with your director.