

## **Asset Management Administrator – Kingswinford**

<b>Contract:</b>	Permanent
<b>Full Time / Part Time:</b>	Full Time
<b>Hours:</b>	35 Hours Per Week Monday – Friday 9.00 – 5.00
<b>Department:</b>	Asset Management
<b>Location:</b>	LCP House, Pensnett Estate, Kingswinford, DY6 7NA
<b>Salary:</b>	Negotiable

### **Purpose:**

Providing support to the Asset Management Team in delivering all aspects of the administrative, financial, capital, and operational management of their property portfolios.

### **Key Responsibilities:**

- Supporting the Asset Managers in their day-to-day roles.
- Assisting in void management and marketing of properties.
- Arranging commissioning of EPCs and lease plans.
- Collating information required for new lettings and sales.
- Managing keys held at the office in conjunction with the property management team.
- Handling internal and external enquiries and directing them to the relevant Asset Managers or Property Managers.
- Co-ordinating property inspections. Arranging access to properties.
- Arranging meetings for the Asset Management team including booking rooms / venues and arranging IT and refreshments for attendees.
- Arranging bulk mailings and e-mails and preparing and sending pre-drafted formal letters as required by the Asset Managers/Property Managers.
- Coordinate and collate management reports for the Asset Management Team using the in-house software.
- Providing information to Councils to ensure business rates bills are accurate and that any vacancy changes are notified to the relevant authority.
- Prepare Horizon notifications to include new acquisitions, as directed by Retail Asset Managers
- Monitor and action emails on behalf of Asset Managers as required
- Produce and circulate Tenant Notifications and associated documentation
- Use Horizon system to obtain information
- Forward maintenance issues to Surveyors as directed

- General administration tasks to include arranging meetings/rooms and refreshments, booking train tickets/accommodation, preparation of expenses
- Calendar management
- Any other ad-hoc/reasonable duties

## **Person Specification**

- Willingness to learn and develop on the job skills and knowledge
- Strong organisational skills
- Ability to use own initiative
- Willing to be proactive in taking on work
- Ability to manage workloads on a time critical basis
- Flexibility and willingness to take on ad-hoc tasks as the need arises
- Positive “can-do” attitude, enthusiastic
- Articulate with good Communication skills
- Personable with good telephone manner
- Team player

## **Qualifications / Training**

- GCSE Grade C or above in English & Math’s or equivalent
- Previous administrative experience is essential.
- Previous property experience is ideal.
- IT training will be provided as required