

**The Position: PROPERTY ADMINISTRATOR
(Temporary to permanent position – minimum six months)**

An exciting opportunity has arisen for a property administrator to join our small but growing company situated in Holborn, on a temporary to permanent basis. FraserCRE is a leading specialist provider of outsourced surplus property services to the corporate occupier.

The Successful Applicant: What matters to us is that the successful applicant must have the right attitude to client care, teamwork and be able to assist in identifying solutions for our clients.

The Key Responsibilities: The successful candidate will have a strong professional and mature manner and have the following experience and skills:-

- Responsible for managing the Helpdesk, i.e. dealing with planned and reactive maintenance across all the portfolios, including liaising with clients, landlords, tenants and contractors.
- Providing administrative support to the surveyors, taking calls, liaising with tenants, landlords, arranging inspections etc.
- Liaising with our Client Finance team, including Quarter Day management (i.e. assisting with the production of headlease/subtenant rent pre-lists, issuing rent reminder letters before the quarter day, reviewing/analysing rents received and chasing outstanding rents). Some basic financial reporting is required as part of the monthly Client report (including monitoring expenditure against budget throughout the financial year).
- Health & Safety (H&S) experience is preferred but not essential – FraserCRE manage H&S on behalf of clients, and have overall responsibility for H&S management.
- Responsible for managing security at our client's properties, including intruder alarm systems and keyholding contracts.
- Assisting with project management of minor internal/external works, alongside the surveyors and/or clients.
- Maintaining portfolio lists, which are used to generate monthly management fees
- Responsible for monitoring and reviewing sub-tenant credit status, and providing monthly reports to surveyors and clients.
- Managing client utilities accounts (i.e. electricity/gas/water), which includes analysing/authorising, bills; monitoring and reporting on consumption; and dealing extensively with current issues (e.g. ongoing disputes, invoice queries, billing errors etc.).
- Maintaining an efficient and up-to-date electronic filing system for each portfolio.
- Dealing with all client queries in a quick and professional manner in the absence of the surveyors.
- Assist Office Manager with general office duties.

- The Skills Required:**
- A methodical, process driven individual.
 - Ability to work independently, as well as part of a team.
 - Strong administration and organisational skills are essential.
 - The successful applicant will have the ability to prioritise their own workload, work well under pressure to meet tight deadlines and have a flexible attitude towards the work they do.

- The Experience Required:**
- Minimum three year's experience in a similar role.
 - Strong written and communication skills. Ability to draft client reports and letters for surveyors.
 - Knowledge of commercial leases; ability to read leases and manage events within leases.
 - Fast and accurate typing skills (minimum 60 wpm)
 - Advanced Excel (ability to do v lookups, graphs, macros etc.)
 - Advanced Word

Benefits: Salary commensurate with experience
25 days a year (pro-rata)
Medical Insurance (after a qualifying period)
Life Assurance (after a qualifying period)
Group Income Protection (after a qualifying period)

If you are interested in the position, please contact Cheryl Warren – cmw@frasercr.com. Please see our website for more details about us – www.frasercr.com.

Commencement Date: Immediate start.

NO AGENCIES PLEASE.