

BLLENHEIM

JOB DESCRIPTION

Job Title: Property Administrator
Reports to: Residential Property Manager
Staff reporting to this post: Nil
Location: Blenheim Palace

Summary of Role: To support the property team with the letting and management of the residential properties and the affordable housing portfolio.

Day to Date Role Responsibility:

- To prepare letting documentation
- To co-ordinate repairs and maintenance through our in-house maintenance department
- To update and maintain the Property Database and other records
- To ensure that the properties are fully compliant with current legislation
- Ensure work is processed in line with regulatory timeframes and service level agreements
- To deliver a high level of service
- To schedule property visits and prepare reports
- To assist with property visits and snagging visits
- Assist with water and solar metering
- Liaise with utility providers
- Any ad-hoc tasks required by the Residential Property Manager and Team

Skills & Knowledge:

- Full clean driving license is a must
- Some knowledge of lettings or housing desirable, but not essential
- Strong administrative, organisational and communication skills

Person Specification:

- Have a helpful, flexible and hardworking approach
- Have a 'can do' attitude
- An eagerness to learn and get the most out of the experience
- Keen eye for detail
- Able to work under pressure and think on the spot

Our Culture: At Blenheim, we are passionate about providing an environment for our employees to develop their skills, try new ways of learning and encouraging their talents to flourish. Our Blenheim Behaviours are shared by all and are an important aspect of joining the Blenheim Team.

- Relish a New Challenge Everyday
- Keep Our Promises
- Show Honesty with Kindness
- Share a Sense of Belonging
- Make History