

Position: Administrator

Location: Castle Street, Salisbury, Wiltshire, SP1 3SU

Hours: Flexible for the right candidate

About Woolley & Wallis

Founded in 1884, Woolley & Wallis is a multidisciplinary firm of Chartered Surveyors with seven strategically placed offices across Hampshire, Wiltshire and Dorset. We offer a comprehensive range of real estate services covering residential, commercial, agricultural/rural property and the construction sector. For more information please see our website (www.w-w.co.uk).

Job overview

Woolley & Wallis require an energetic and capable administrator to support a team of 8 -10 fee-earners who advise on a wide range of property related matters.

The role will include typical administrative tasks such as audio typing, email management, telephone reception and filing, but will also provide opportunities for the right individual to become involved with client projects, management of properties and site work. There will be scope to gain formal qualifications and progress within the firm if desired (but not essential).

The position requires a minimum commitment of 20 hours per week based within our modern offices in Salisbury and would suit someone looking for part-time work around school hours. A full-time position is also available. On-site parking available.

Job description

The anticipated workload will be varied but will include the following (where necessary on the job training will be provided):-

- Provide administrative support to allocated fee earner(s) and share overall administrative workload for department when workload permits.
- Proficient use of spreadsheets, property management and client accounting software.
- Raise sale invoices, purchase invoices, service charge invoices, demands, agent fees and landlord statements.
- Arranging and preparing documentation for meetings, including management company AGMs and attending to take minutes.
- Management of diaries, making arrangements for meetings and property viewings.
- Administration of email accounts through Microsoft Outlook.
- Audio and copy typing of all manner of letters, emails, valuations, reports, accounts and other documents using both blank Word documents and existing templates.
- Production of spreadsheets and the compilation and presentation of figures.
- Preparation of sale particulars and marketing material using standard templates.
- Incorporating schedules of photographs into reports.
- General research, including using the Internet.
- Organising mail merges.
- Photocopying and filing.

- Maintaining databases and diary reminders.
- Preparation of plans for use in reports, tenancy agreements and sale particulars using a specialist mapping software.
- Placing adverts in local, national and specialist publications.
- Liaison with other members of staff.
- Organising departmental meetings and taking minutes.
- Preparing and collating monthly management reports/statistics for the F&R Department.
- Attending to post.

Key attributes/skills

Whilst on the job training will be provided, the following key attributes/skills are considered to be important:-

- A calm but outgoing personality;
- A responsible, optimistic attitude;
- A team player;
- Good computer literacy and an ability to use Microsoft Word, Excel, Outlook and Internet Explorer;
- Good attention to detail, plus an ability to spell and add up;
- An ability to use own initiative and to organise; and
- A willingness and ability to learn new skills.

Holiday entitlement

25 working days plus bank holidays. After two years' continuous service the right to take up to a further 5 days as unpaid leave.

Starting salary

Dependent upon qualifications and experience.

Other benefits

Automatic enrolment to a group pension scheme in which the partnership will match the employees' pension contributions up to a maximum of 3% of the basic salary (can opt out).

After completing the probationary period of the first three months of employment, the successful applicant will also automatically join our personal accident and group life insurance schemes.