



JOB Property Management Assistant (Full time/permanent)
COMPANY eddissonwhite www.eddissonwhite.co.uk
LOCATION London, SW19 (3 branches – Wimbledon, Colliers Wood & Morden)

COMPANY OVERVIEW

Established in 2004, eddissonwhite is a friendly, privately owned residential Sales, Lettings and Property Management agency with branches in the popular areas of Colliers Wood and Wimbledon SW19 and recently opened in Morden covering areas in Merton borough & beyond. A successful & progressive agency who invests in technology and strives to offer their clients better fees, better service, better experience.

POSITION OVERVIEW

eddissonwhite are looking to expand their team and appoint a competent, hard working Property Management Assistant with a willingness to learn & support the Property Management team of this increasing portfolio. You will be dealing with a wide range of properties from studio apartments to period family homes. The requirement is for a diligent individual who will be able to follow instruction & carry out tasks through to a successful conclusion, able to work quickly and accurately under pressure whilst maintaining excellent customer service & a positive attitude at all times. In future we would look for you to undertake relevant industry qualifications to become an ARLA member.

KEY DUTIES AND RESPONSIBILITIES

- Dealing with a variety of enquiries ranging from liaison with tenants, landlords, contractors and other internal departments
- Answering calls and log accurate information into property software
- Support Management team in tenancy renewals, producing tenancy agreements, extensions associated negotiations & contractual paperwork with all parties.
- Arrange Property inspections for Management team, support them in providing reports to Landlords
- Any other duties required to support the team

REQUIREMENTS

In addition to a passion for property & people, the successful applicant must have a:-

- Ideal candidate will have some property experience or admin in similar role
- Full UK driving licence
- Strong work ethics, excellent communicator and ability to work without supervision
- Excellent accurate computer skills and attention to detail when updating information
- Preferably experience using property software (CFP/Fixflo /Vepra) or competent in learning new software applications



- Highly organised, ability to handle a number of different issues at one time and able to carry out tasks to a successful conclusion.
- Team player / happy to help with all aspects of the business as and when required.
- Clear and accurate verbal & written communication skills
- Be resilient, able to remain calm under pressure and work to deadline

BENEFITS

£18k-23K (depending on experience/qualifications)

20 days holiday plus Bank Holidays

Gain industry related qualification (if required)

Work based pension

HOURS

Monday – Friday 9am-6pm (with an agreed day off in the week)

Saturday 9am – 4pm