



**JOB** Property Administrator (Full time/permanent)  
**COMPANY** eddissonwhite [www.eddissonwhite.co.uk](http://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 Property Administrator to focus on Renewals and Property Inspections 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 proactive, versatile and self-assured individual who will be able to 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.

## KEY DUTIES AND RESPONSIBILITIES

- Prepare and process tenancy renewals, producing tenancy agreements, extensions and managing renewals and associated negotiations & contractual paperwork with all parties.
- Daily liaison with tenants, landlords and contractors and other internal departments
- Dealing enquiries and updates.
- Answering calls and email queries promptly
- Ensuring tenant / contractor / landlord compliance with statutory and contractual obligations.
- Arrange and attend Property inspections, providing feedback to Landlords
- Arranging inventory check in and out reports and mid term inspections with supplier and tenants.
- Any other duties required to support the team

## REQUIREMENTS

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

- Minimum 1+ year property experience in similar role
- Strong work ethic and ability to work without supervision
- Excellent accurate computer skills and attention to detail when updating information
- Preferably experience using property software (CFP/Fixflo /Veбра)



- 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
- Full UK driving licence and own vehicle is preferable

## **BENEFITS**

£20k-25K (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