Position: Property Administrator Location: [City/Town], UK Salary: Competitive

We are currently seeking a highly motivated Property Administrator to join our team. The successful candidate will be responsible for providing administrative support to our property management team, assisting with the day-to-day management of a portfolio of properties in the UK.

Responsibilities:

* Maintain accurate and up-to-date property records and databases
* Respond to tenant enquiries and coordinate with property managers to ensure timely resolution of issues
* Assist with the preparation of lease agreements and other property-related documentation
* Coordinate property inspections, maintenance requests and repairs
* Monitor rental payments and assist with collections
* Liaise with contractors, service providers and suppliers as necessary
* Ensure compliance with relevant regulations and industry standards

Requirements:

* Previous experience in property management or related field preferred
* Excellent organizational and time-management skills
* Strong attention to detail and accuracy
* Ability to work independently and as part of a team
* Excellent written and verbal communication skills
* Proficient in Microsoft Office and other relevant software applications
* Knowledge of property management software an advantage

If you are looking for an exciting and challenging role in property management and meet the above requirements, please submit your CV and a covering letter outlining your suitability for the role. We look forward to hearing from you.

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