



Johns HOPKINS

est. 1867



Support Administrator – Clifton



Support Administrator – Clifton

An exciting opportunity has arisen for an ambitious individual looking to embark on (or build upon) their career in Property to join our award winning, energetic, and experienced Existing Business Team in Clifton.

The Support Administrator role is ideal for someone new to the industry or with limited experience as it involves working closely with experienced/senior Tenancy Co-Ordinators and Property Managers to support them with the day to day running of our Rent Collect, Let only and Managed Portfolios. This role is a great route into the property management sector or Lettings Administration, with broad ranging tasks and responsibilities such as - the scheduling of safety certificates, liaising with tenants, assisting in the arrangement of routine maintenance works, Right to Rent checks, key management, incoming call handling, applying invoices and much more...

Essential Skills Required:

- General administration experience – Microsoft Office essential
- Experience of dealing with the general public in a customer service role
- An analytical person who can communicate well with Contractors and Tenants - Excellent written and verbal communication skills at all levels
- Ability to work closely with a team to ensure that you provide excellent customer service
- Strong Organisational Skills
- Quick learner who thrives on attention to detail
- Driven and a real desire to succeed - Ability to demonstrate initiative and self-motivation
- Genuine interest in property and people

The right candidate will:

- Be motivated to work to and exceed personal targets
- Be able to learn quickly, take responsibility and strive for success

- Have a tenacious and driven individual who isn't afraid of hard work
 - Possess excellent communication skills, with a confident telephone manner
 - Be accurate, numerate and computer literate
 - Ideally have some experience within the property industry but this is by no means essential as full training will be provided
-

We are offering:

- Salary (Uncapped Pooled Commission) (Package dependant on experience)
 - 25 Days annual leave PLUS bank holidays (Increasing further upon completion of 3 & 7 years' service)
 - Vibrant company culture including paid-for social events
 - Plenty of first-class training and **development** resources
 - Funding of ARLA Propertymark exams/**qualifications** and membership
 - The **opportunity** to learn from a lively, highly-skilled team
-

Working Hours: Monday to Friday 8.45am-6.00pm

Office: 161 Whiteladies Road, Clifton, Bristol, BS8 2RF

Start date: Flexible for the right candidate, role available from May 2022
