



CLINTON DEVON ESTATES

JOB DESCRIPTION

JOB TITLE: Property and Land Administrator

REPORTING TO: Estates Surveyor

STATUS: This is a part time role four mornings a week – flexible working considered

Main purpose of job:

To support the Property and Land Team in the management of Houses and Cottages plus other Estate assets on the Clinton, Heanton and Beer Estates.

Main duties and responsibilities

Property Letting

- Enquiries – responding to enquiries by telephone, email and in writing.
- Preparing marketing particulars and uploading to websites.
- Co-ordinating and undertaking viewings with prospective tenants as required.
- Arranging utility changes and recharges.
- Liaison with finance department on notification of termination and start of tenancies.
- Managing change of tenant procedures – including, property condition, informing local council and utility companies.
- Arranging for tenancy agreements and licences to be signed and scanned into a central system.
- Agreeing and implementing improvement to the letting process which modernises it and uses technology to increase efficiency.

Compliance

- Obtaining EPCs.
- Updating and management of tenancy deposits.
- Keep up to date compliance/safety checks for property lettings and recording on a central system.
- Organising schedules of condition to be produced and signed.
- Assist in the undertaking of regular property inspections with appropriate recording on a central data base.

Property Management

- Preparing and issuing tenancy agreements and licences.
- Preparing and issuing Notices to tenants as required.
- Actioning and managing fair rent review procedures.

General Support

- Dealing directly with tenants, contractors and the public via website, email and telephone.
- Keep an overview of department diary and minute taking of department meetings.
- Maintenance and updating of filing systems supporting the move to electronic filing and archiving.
- Assisting with the management and coordination of Estate Maintenance work sheets/specifications with contractors in liaison with the Building Supervisor.
- Support the department as required.

Person Specification:

- Self-motivated and able to use own initiative.
- Flexible 'can do' attitude.
- Professional manner.
- Proactive approach.
- Team player.
- Ability to work under pressure and to deadlines.
- Articulate with strong verbal and written communication skills.
- Confident in communicating with a wide range of people from contractors to tenants.
- Excellent organisation skills.

Experience and Technical abilities:

- Previous property letting experience (essential)
- Excellent computer skills particularly Excel and ability to pick up new systems quickly
- Excellent attention to detail and accuracy
- Strong verbal and written communication skills