

JOB SUMMARY - PROPERTY ADMINISTRATOR

We are looking to recruit for a Property Administrator to carry out administrative duties to ensure a timely and responsive property service during the acquisition of the commercial property to the on-going and day to day management and eventual disposal of the SIPP investment.

The candidate would be expected to be computer literate and fully conversant with the Microsoft packages. Experience of working with commercial properties or within a SIPP/SSAS environment is desirable but not essential. Knowledge, skills and experience will be assessed on joining and gaps will be identified so that suitable training can be given.

The position and duties will include, but not limited to:-

- Raising property related payments in line with the company's payment process.
- Dealing with general enquiries, by email, letter and telephone. These will be from tenants, solicitors, surveyors, insurance brokers, property managers, IFAs etc.
- Building good relationships with internal departments and stakeholders.
- Issuing rent demands, chasing as required and dealing with arrears administration. This may also include some reconciliation work.
- Obtaining mortgage and insurance quotes.
- Dealing with the insurance renewal for our block policy to include all associated administration.
- Administration of any borrowing to include the processing of mortgage payments and the reconciliation of the bank statements.
- Dealing with HMRC in connection with VAT matters, to include submitting option to tax elections and the processing of the quarterly VAT returns.
- Requesting property valuations in line with the company's requirements.
- Instigating the process required to deal with any lease expiry or rent review which falls due under the occupational lease.
- Providing support to the Technical Team

The applicants must possess a high degree of interpersonal skills and be able to prioritise workloads on a daily basis to accord with the Company's service levels.

This is a full time vacancy. Office hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday.

Start date: Immediately

Duration: Permanent.

The vacancy will be based at 3 Temple Quay, Temple Back East, Bristol BS1 6DZ

Person specification: A full Job Description is available on request. This is a full time vacancy.

All candidates will be asked to confirm their eligibility to work in the UK at interview stage, and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to - recruit@curtisbanks.co.uk