

northerngroup property assistant

northerngroup, a long established Ancoats based Property Company are looking to recruit a property assistant. This is an ideal opportunity to begin a career with an expanding property company – for more information on the company please visit www.northerngroup.org

Generally

This is a full time position suited to an alert and responsible person who will be in touch with the flow of events within and outside the office. Basic duties will include general office admin, typing and reception cover. The candidate will have the opportunity to develop further skills and take on increased responsibility once a strong competence is clearly demonstrated.

Areas covered

- 1) Support marketing and sales** using web and internet facilities;
 - Initial contacts with prospective tenants & Credit Checking
 - Diary Management & Arranging viewings
 - Market research and website changes

- 2) Property Management and Office administration**
 - Using Property Management software
 - Helping to preparing standard AST leases and new tenant files.
 - Updating Property database and carrying out routine office work.
 - Keeping reliable files and records with a healthy attitude to improving methods and systems.
 - Keeping and maintaining electronic files on central data Server
 - Customer relations and continuing contact with tenants.

Qualifications

- Minimum grade 'B' in GCSE Maths, English
- Strong IT skills and experience
- Some basic knowledge and experience of office systems and routines

As well as the aforementioned skills, the successful candidate will be a confident self starter, with superb communication and who enjoys being part of a diverse business. A strong desire to develop themselves further and learn new skills is desirable.

Hours

Typical working hours are **Monday to Friday 9am to 5.30pm**

Salary

Negotiable based on qualifications and job fit

Apply

Please email your CV stating your current salary to recruitment@northerngroup.org or apply in writing to Mrs A Taylor, northerngroup, Flint Glass works, 64 Jersey Street, Ancoats Urban Village, Manchester, M4 6JW