

## **Letting & Property Management Co-ordinator - Edinburgh**

**Salary in the region of £18,000**

Fantastic Letting Agency based in the heart of Edinburgh's city centre is keen to recruit an extremely enthusiastic Team Player to assist in a wide range of key administrative duties; from processing the contractors' invoices to finalising files & taking photographic inventories as well as more generally assisting the Property Managers with answering the phone and preparing Lease Agreements etc.

You must be a natural 'multi-tasker' with a great work ethic.

Our client is looking for a candidate who has a genuine passion for property, is keen to show enthusiasm for all tasks he/she is asked to do as well as someone who thrives within a busy environment and someone who offers first class customer service at all times.

You must have a full clean driver's licence, strong IT skills and a willingness to go that extra mile! This is a great chance for the right candidate who enjoys variety in their work to show what they can do!

### **Experience/Skills**

1. First-class communication skills (both oral & written)
2. Excellent IT skills
3. Have an enthusiastic, positive, friendly, "can-do" attitude
4. Strong administration skills
5. Multi-tasker
6. Attention to detail essential
7. Thrive within a small team
8. Full clean driving licence essential

### **Primary Duties**

1. Process contractors' invoices
2. Prepare monthly contractors' commissions
3. Answer telephone, be first point of contact and field calls
4. Process daily post
5. Stationary ordering and other office ordering
6. Finalising property files after move-in
7. Process daily banking
8. Process property Safety Certificates
9. Prepare monthly bookkeeping reports for accountant
10. Transfer utilities into tenants' names
11. Prepare long & short-term Agreements & Invoices (new lets & extensions)
12. Photograph flats for inventory purposes
13. Photograph flats for marketing