

# Office Administrator - 2019

Evolve Block & Estate Management Ltd



## Job brief

We are looking for an office administrator to join our busy and growing residential property management practice in Ringwood, Hampshire. The role is a full-time role based in Ringwood (parking permit provided) and will be primarily involved in supporting the property management and accountancy departments by providing back-office support, as well as taking ownership of some admin processes.

Evolve is a small but growing property management firm so this is a great opportunity for an organised and confident office administrator to take a next step in their career. The role could lead to being trained as a qualified property manager or office manager as the company continues to grow. The successful applicant will also have a hand in growing, adapting and evolving company policies and procedures.

Evolve is a friendly, positive and enthusiastic working environment, having recently picked up awards at the national property management awards and involvement with the Leasehold Management Professionals training organisation, staff are encouraged to develop their skills in the sector.

## Responsibilities

- Help to coordinate office activities and operations to secure efficiency and compliance to company policies and statutory requirements.
- May be occasionally required to attend sites and meetings for administrative functions & activities (therefore driving licence and access to a vehicle is essential)
- Manage incoming phone calls and correspondence (e-mail, letters, packages etc.) and liaise with staff accordingly.
- Support budgeting and bookkeeping procedures with our accounts department as well as helping with credit control and debt chasing as and when required.
- Create and update records and databases with personal, financial and other data as and when required using our in-house property management software, with full training being provided.
- Track stocks of office supplies and place orders when necessary.
- Assist colleagues whenever necessary and there may be some lone-working depending on diaries so working under your own initiative is essential.

## Requirements

- Experience in an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and potential leadership skills
- Familiarity with office management procedures and basic accounting principles
- Experience with MS Office (Word, Excel, Outlook, etc)
- Property management experience is not essential but desirable.
- Full driving licence & access to a vehicle is required.

**The role pays between £18k-£21k depending on experience but each application will be taken on its merits. The closing date for applications is 27<sup>th</sup> January 2019 with interviews being held on 30<sup>th</sup> Jan to 1<sup>st</sup> Feb 2019 with a start date as soon as possible after selection.**

Please send any CV's to [ben@evolve-management.co.uk](mailto:ben@evolve-management.co.uk) with a covering letter outlining your suitability for the role.