



Admin/Property Manager

Company Overview:

Established in 1938, the practice operates predominantly across Surrey, North Hampshire and the South East region providing a wide range of property consultancy and management expertise.

Our offices are located in Camberley, Farnham, Weybridge and Woking.

Our experienced and accomplished Chartered Surveyors and professional personnel are enthusiastic about delivering successful property solutions and services across a large and varied property management portfolio.

This admin/property manager role is intrinsically involved with this important area of our business.

Curchod & Co are committed to providing the finest quality of service and advice, more detail about our company can be found at: www.curchodandco.com

The Role:

- Admin & Property Manager based in Weybridge to deal with property management admin and management of residential AST & commercial property.

General Duties and Responsibilities:

- Drawing up of AST Tenancy Agreements and associated documentation
- Dealing with all aspect's admin related to AST & commercial management
- Checking & processing of management invoices
- Maintenance coordination for both AST Residential & Commercial
- Accompanied Inspections
- Ensuring correct notices are served (Section 21 & 48 Notices)
- Dealing with check out and deposit releases
- Ensuring GSC, EPC's, FRA's, EICR & Renewals are undertaken

Skills and Knowledge:

- Excellent Time Management Skills
- Have the ability to prioritise
- Offer outstanding customer service
- Knowledge of property management and the regulations
- Good telephone manner
- An ability to work independently and in a team
- Demonstrate a positive, can-do attitude

Qualifications:

- Not required

Experience Preferred/Essential:

- Admin experience
- Knowledge of property management is preferred but not essential

Professional Development:

- Training on our property management system Qube
- We will support personal advancement where commitment is shown.

Competitive salary and package available

***Please Note:** Curchod and Co will not pay agency fees where speculative and/or unsolicited CVs are submitted by any means. For any CVs which are submitted without agreement from the Curchod and Co HR team, then we reserve the right to contact and work directly with these candidates without payment of any agency fees at all.*