

## **JOB DESCRIPTION**

**Job Title:** Assistant Property Manager

**Working Pattern:** Monday to Friday, 8.45am - 17.15pm

**Employment Type:** Full Time

**Location:** Cardiff

**Reports to:** Regional Manager

### **Our Company**

We are a well-established property management company with our modern head office based in Salisbury, supporting 7 Regional Offices throughout the UK

Established in 1990, Remus services 30,000+ homes and employs 110+ staff. Clients include the top 10 developers in the UK as well as a range of freehold investment, RMC & RTM clients.

In 2016, we became part of the Fexco Property Services group, which includes established UK brands providing apartment building and private estate management and related services.

Being an employee of Remus means being an employee of one of the fastest growing property services groups in the UK with opportunities for personal and professional growth across our teams.

Our staff are trained in all aspects of property management, based on both good practice and current legislation. We actively promote and assist our teams in further training, apprenticeships, qualifications and have a strong ethos of promotion from within.

We provide competitive salaries, a competitive benefits package and a supportive, friendly working environment for our staff.

### **The Role**

We are currently looking for an Assistant Property Manager to join our Cardiff office. In this role, you will be assisting with the management of a portfolio of properties with a Property Manager. You will also deal with the coordination of minor works.

### **Key Responsibilities**

- Responding to requests from lessees for minor works
- Liaising with lessees, contractors and surveyors
- The administration of minor works processes with record keeping, instructing contractors, progress chasing, diary keeping, correspondence, processing invoices and filing.
- Liaising with other colleagues and departments within the company
- Providing administrative support to the property manager when they are away from the office
- Dealing with telephone calls, correspondence and any other support tasks as required
- Keeping a record of time charges which are matters that are not included within the management agreement
- Assisting with mail merges

- Any other tasks that may be reasonably required

#### **The Candidate**

- Minimum of Grade C in Maths & English GCSE is required.
- Working knowledge of Microsoft Software (MS word, Excel, Outlook)
- IT Competency.
- Professional and efficient telephone manner. We are a service industry and therefore high standards of professionalism are required when dealing with Clients and Advisers alike.
- High attention to detail and accuracy.
- ability to work under sustained pressure.
- Must be organised and willing be able to prioritise.
- Ability to learn quickly and a team player.
- Willingness to undertake continuous training and personal development.

#### **Benefits**

- Annual Leave Entitlement: 22 days with one additional day per year up to 25 days.
- Bonus day off for your Birthday.
- Director's day off between Christmas and New Year.
- Health Cash Plan with Bupa.
- Priority rates on Foreign Exchange.
- Employee Assistance Programme.
- Travel season ticket loan or car parking season ticket loan.
- Employee discount with Widerwallet.
- Training & development opportunities.