**Job Title:**Administration Assistant

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

**Employment Type:** Full Time (37.5 hours)

**Reports to:**Administration Manager and Insurance Manager

**Our Company**

We are a well-established property management company with our modern head office based in Salisbury, supporting 8 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're on the look out for an experienced Administration Assistant to join our busy team! The successful candidate will be based at the Remus HQ and help out across the Insurance team and Completion Administration team.

**Main Duties and Responsibilities:**

**Insurance Team:**

* Liaising with branch network
* Attaching data to the property management system
* Scanning documentation
* Processing of claims data
* Chasing diary follow-ups on property management system
* Taking lessee calls
* Assisting with insurance queries
* Maintaining the filing system

**Admin Completion Team:**

* Answering incoming calls
* Updating the systems with new owner details
* Sending out letters to owners and solicitors
* Mail merging
* Scanning
* Any other administrative based tasks

The role will be split 50/50 across both teams are reporting into two line managers. If you are an experienced Administrator looking for a new and exciting role then please apply now!

**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.