

ADMINISTRATIVE ASSISTANT / LETTING AGENT

Poseidon Investments Limited are looking to recruit an Administrator / Letting Agent on a full-time basis depending on performance.

- Liverpool (L1)
- Competitive salary
- Poseidon Investments Ltd
- Permanent

The Company:

This well-established agency has been operating since 1996 and has a large portfolio of properties that are managed by our fantastic team and we are a very busy and growing company. We are looking for an individual who is a team player and who enjoys working in an office environment.

The Job:

The hours are 9:00am-5:30pm Monday to Thursday, and Friday 9:00am – 5:00pm.

What you'll do:

- Schedule and conduct viewings with prospective tenants.
- Co-ordinate flat inspections for properties.
- Manage residential and commercial property portfolio, including scheduling maintenance, managing tenant issues and repairs, coordinating access with tenants, etc.
- Providing general administrative support to the team, as well as the day to day management of the office.
- Be willing to travel between Liverpool, Wirral, and Chester.

Who you are:

- Driver's license is necessary.
- Confident, hard-working, enthusiastic & a great team player.
- Exceptional organizational and time management skills.
- Excellent written and communication skills.
- Excellent customer service skills.
- Good administrative and clerical knowledge.
- Technically fluent and competent in the Microsoft Office Suite (Word & Excel particularly).
- Accountancy knowledge (Using Xero).
- Experience in marketing.
- Sound level of Mathematics.
- A-level's C and above.
- Available for an immediate start.

All prospective Employees should apply by CV only and will be invited for a telephone interview. If you are shortlisted, you will be requested for a physical interview.

If you feel like you would be suitable for this role then please apply and good luck!