

## Administration Assistant – Full-time

### Job Description

To support the Head Office in running the office efficiently. All general administrative duties within the office, including audio typing and Microsoft Office packages. This is a permanent, full-time position.

### Main Duties and Responsibilities

- Liaising with potential clients and landlords
- Meet and greet clients
- Organising the busy High Wycombe office
- Arranging property viewing appointments
- Audio typing of reports and general correspondence
- Dealing with incoming post - franking mail and taking to post office daily
- Logging property keys in and out
- Answering the phone, dealing with queries and taking messages
- Daily maintenance of property database system Agency Pilot
- Keeping filing system up to date
- Updating the monthly reports and press releases

### Education and Experience

- Educated to a good standard
- Previous office administration experience essential
- Audio typing an advantage
- Good knowledge of MS Office packages, including Word, Excel and Outlook

### Key Competencies

- Good telephone manner
- Strong verbal and written skills
- Strong organisation skills
- Good keyboard skills
- Ability to work to deadlines and cope with a busy environment
- Able to work on their own and as part of a team

### Location of Role

- This role is based at the company Head office in High Wycombe

START DATE – FEBRUARY 2018