

Chandler Garvey Ltd

Administration Assistant

Job Vacancy

Chandler Garvey is one of the leading firms of commercial property consultants in the greater Thames Valley region, with a network of 5 offices in Buckinghamshire and Berkshire. We are now recruiting for an Administration Assistant.

This role is to support the team in running the High Wycombe office efficiently and the post holder will be an integral part of the team. The job will involve tasks set within the Agency Department and also for the Managing Director and other Senior Managers.

We are keen to attract the right person with the most appropriate skill set and therefore are able to offer flexible working hours subject to a minimum of 20 hours per week.

This is a permanent role based in our High Wycombe office situated in the town centre. This is a wide-ranging opportunity combining day-to-day administration and encompassing a variety of systems and processes. We have implemented significant change within the business over the past 12 months and this role will suit someone who works well in a dynamic environment and under pressure.

Main Duties and Responsibilities

- Administration functions for colleagues across the business
- General use of company-wide software including, but not limited to, HubSpot and Agency Pilot
- Dealing with enquiries both on the telephone or face to face
- Undertaking various compliance administration including EPC's and Anti-Money Laundering Checks.

Education and Experience

- Minimum of 3 years relevant experience
- Computer literate – excellent knowledge of Microsoft packages
- Confident telephone manner
- Minimum of 50 WPM typing speed

Key Competencies

- Strong verbal and written skills
- Excellent organisational skills
- Ability to work to deadlines, set own deadlines and cope with a busy environment
- Able to work independently or as part of a team

Starting salary dependant on experience, hours negotiable. If you are interested in this

vacancy please follow this link: <https://forms.office.com/r/iHpeJ4tNP7>