



**\*\*NEW JOB\*\*** A lettings company is seeking a Property Administrator. Paying up to £25,000 and based in Chelsea. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

**Job Title:** Property Administrator

**Location:** Chelsea

**Salary:** Up to £25,000

We are looking for a competent Property Administrator who has knowledge and experience in the central London property market. We are enthusiastic and keen to continue to grow the business and are looking for a team player who is willing to become involved in all aspects of the business.

General Duties Include:

- Answering all queries via phone calls and emails
- Communicating with Landlords and Tenants
- Creating Tenancy Agreements and other required paperwork
- Carrying out referencing on tenants and guarantors
- Adding properties to multiple property portals
- Updating internal database
- Attending property viewings
- General Administration – must have knowledge of Word, Excel and Outlook
- Supporting the team including the Directors

We are looking for someone who can work autonomously with excellent communication and confident with clients both face to face and over the phone. You will need to have a good attention to detail, be well organised and can multi task.