

COMMERCIAL PROPERTY MANAGEMENT ADMINISTRATOR

About Arnolds Keys

Arnolds Keys offers the complete property service across Norfolk. With a range of specialist expertise and experience, Arnolds Keys provides Commercial, Residential and Agricultural Property Consultancy and Estate Agency services and is one of the largest independent Estate Agencies and Chartered Surveyors in the county.

Arnolds Keys also includes Keys Cottage Holidays, a Holiday Lettings business providing rural and coastal retreats across Norfolk.

The Role

We are currently seeking a Commercial Property Management Administrator based in our Norwich office. Previous administration experience is important, and it would be beneficial if you have worked in the property sector. You will need to be proficient across all Microsoft software with a confident telephone manner.

Working alongside the Commercial Property and Facilities Manager, Management Accountant and another Administrator, principal duties will include:

- Dealing with enquiries from Clients, Tenants and contractors.
- Arranging periodic management inspections and dealing the associated administration following inspections.
- Timetable tasks on Property Management software, arranging completion of works and monitoring progress with contractors.
- Dealing with issuing of Service Charge Statements of Expenditure and Budgets.
- General Data management on Property Management software.
- Dealing with insurance renewals and ensuring that internal records are kept up to date.
- Management of utility contracts and arranging meter readings.
- Ensuring that Health & Safety documentation is updated and retained both for properties and approved contractors.
- Updating property records with lease event dates.
- Obtaining and updating Money Laundering documentation for Clients and Tenants.
- The Commercial Property Management team forms part of the wider Commercial Department including Commercial Agency and the Commercial Professional teams and therefore there will be additional departmental administration duties as and when required.

Please note that this is a full time office based role.

What we can offer

- Competitive salary
- Discretionary performance related bonus
- Generous holiday allowance increasing with length of service, additional day for Birthday and discretionary day at Christmas