ROLE PROFILE

Job Title	Administrator, Property Management	Location:	Slough
Reports to:	Manager, Property Management	Division/Dept:	Property Management UK

Summary of the Role's Main Purpose

This role provides essential administrative support to the Property Management team through consolidation, verification and electronic filing of property and compliance information into a single, accessible filing system. With data currently dispersed across multiple locations, this role will ensure greater accuracy, efficiency and consistency in managing property records to support the team in meeting compliance requirements and enabling Assistant Property Managers to focus on non-administrative work.

Principal Accountabilities

Administration and Team Support

- Collating, verifying and filing all relevant property information, including compliance data, into one Property Management filing system.
- Maintaining the filing management system.
- Ensuring documentation is correctly and consistently filed.
- Updating the filing system, where relevant.

Core Areas of Knowledge, Skills & Experience

Essential

- Good judgement, and ability to use initiative when creating solutions.
- Accurate with excellent attention to detail.
- Structured approach and well organised.
- Flexible and adaptable approach.
- The ability to work as part of a team.
- Proven intermediate Word and Excel skills with the ability to learn new IT systems.
- Excellent communication, both written and verbal
- Ability to organise and prioritise workload

Desirable

- Administration experience within a property company
- Ability to work on own initiative

Special Role Requirements

- 5 days a week in the office, with 4 out of 5 days in Slough and 1 in London.

Date of Completion: August 2025