

Role Title - Property Administrator

Location – Head Office, Nottingham

We have an exciting opportunity to join The Nottingham as a Property Administrator at our Nottingham Head Office. You will support our Estate Agency proposition by providing an efficient and compliant administrative service coupled with a high level of customer satisfaction; you will be working very closely with our sales progression team to ensure we deliver first class service to our internal and external customers.

If you enjoy working in a fast paced role, have great attention to detail and enjoy working collaboratively in a team, this is a great opportunity for you.

The Nottingham, who are we? We are *Accountable, Relevant, Respectful, Open, we Work Together* and we *Support our Communities*, these values form the foundations of our *Doing the Right Thing* culture.

Your contribution:

- Provide a full administration service, drafting relevant correspondence, new property listings, maintaining property files and portal feeds
- Ensure the administration process of a property sale flows efficiently before handing over to the sales progression team
- Deal with customers' requests, making changes and amendments to correspondence and systems
- Liaise with third parties as required to facilitate business and customer needs
- Contribute to the continuous improvement of service, systems, procedure and policy

Your expertise:

- Administration experience is desirable
- Excellent attention to detail
- Good telephony skills
- Ability to prioritise workload
- Ability to work in a fast paced environment

Please note that if your application is successful with The Nottingham you will be required to undergo background checks. All offers of employment are conditional on receipt of 3 years references and a satisfactory Financial and criminal records check.

Please read our job applicant privacy notice [here](#) to find out more information on the data we hold and collect from you, including what we do with that data, who we share your data with and your rights under Data Protection Regulations.