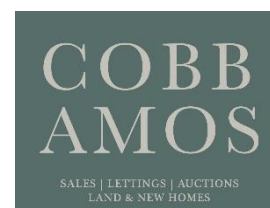


COMPLIANCE ADMINISTRATOR

Hereford

Reporting & Accountable to Lettings Manager/Company Directors



Overview

We are seeking a highly organised and detail-oriented Administrator to join our team. The successful candidate will be responsible for carrying out property inspections, ensuring our portfolio of properties are compliant by arranging Gas Safety checks, Electrical Safety checks and the installation of smoke alarms. You will liaise with all contractors to ensure their public liability insurance is up to date and will assist Property Maintenance with any remedial works required following a property inspection.

This position requires excellent communication skills, a proactive attitude, and the ability to manage multiple tasks efficiently.

Responsibilities

- Serving notices on behalf of Landlords.
- Registration of tenant deposits.
- Reviewing current rental values for active Tenancies.
- Arrange Electrical Safety checks with contractors and inform Tenants and Landlords.
- Obtain the Gas Safety and Electrical Safety certificates and ensure they are linked to the CRM system and property file.
- Arrange Gas Safety checks and boiler servicing with contractors and inform Tenants and Landlords.
- Arrange chimney sweeping when required.
- Obtain HEATAS certificate if required and ensure it is linked to the CRM system and property file.
- Arrange EPCs with preferred contractors.
- Ensure all contractors have current Liability cover and carry out periodic inspection of completed works to ensure that they are fit for purpose, competitive and to an acceptable high standard.
- Reporting weekly and month end figures to the Directors.
- Ensure all actions are taken on Move in Packs passed over by lettings.
- Arrange property inspections with Tenants and inform the Landlord.
- Carry out property inspections, check-outs and inventories & compile the report making sure it is linked to the CRM system.
- Execute contract releases/surrenders when required on behalf of Landlords
- Prepare and serve contract amendments when required.

Personal Characteristics

<i>Characteristic</i>	<i>Importance</i>
Proven administrative experience, particularly with CRMs.	<i>Preferred</i>
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software applications.	<i>Essential</i>

Excellent organisational skills with a keen attention to detail.	<i>Essential</i>
Ability to work independently as well as part of a team in a fast-paced environment.	<i>Essential</i>
Strong verbal and written communication skills to interact with team members and stakeholders.	<i>Essential</i>
Strong organisational skills with the ability to prioritise tasks effectively.	<i>Essential</i>
Holder of a full, clean UK Driver's license.	<i>Essential</i>

Additional Notes:

Job Types: Full-time, Permanent

Pay: £24,000.00-£25,000.00 per year

Schedule:

- Monday to Friday

Work Location: In person.