

An exciting opportunity has arisen for an experienced, corporate administrator to join a property company for a 9 month Fixed Term Contract, with the potential to be made permanent. This is a brilliant opportunity to join one of Ireland's largest property companies, who possess fantastic internal career development opportunities for the successful candidate.

The role will be split between two functions; Team Administrator & Negotiator Support. 70 percent of the role will be in an administrative capacity and 30 percent will be spent in a negotiator support function. There will be an opportunity to shadow experienced senior and divisional negotiators.

Our client is located in Dublin 3 (Near St. Anne's Park - On Dart and many frequent bus routes)

**Location: Dublin 3**

**Hours: Mon-Fri, 9:00-5:30**

**Salary: €33k-€35k**

**Excellent Benefits**

**Team Administrator:**

- Preparation and typing of documents, letters and general day to day correspondence to support a busy department.
- Actively typing and managing correspondence, diaries and actions list for team members
- Answering/directing of calls and assisting in ensuring all enquiries are actioned in a timely manner
- Liaising with landlords and tenants, dealing with all telephone, email and direct office enquiries, making/confirming all appointments and inspections.
- Responsible for the Letting database, including landlords, properties, tenants and leases
- Processing lease renewals and drawing up new lease agreements
- Assisting the Lettings Negotiators with all administration
- Responsible for arranging viewings
- Providing excellent level of customer service for the team

**Negotiator Support:**

- Showing properties to buyers (as selected by negotiators)
- Showing properties to surveyors, bank valuers. Meeting purchasers at properties
- Liaising with negotiators on a daily basis, at the start and end of each day reporting back after viewings
- Assist with organisation of weekend viewings when necessary.
- Attend appointments when necessary
- Providing excellent level of customer service
- Taking inbound/making outbound calls, dealing with email enquiries
- Responsible for front of office duties including meet and greet/liasing with potential clients who call into the office
- Confirm all appointments & inspections with negotiators and vendors if necessary
- Brochure Display, Window Display
- Update and maintain house List and collate same for distribution

**The ideal candidate will have:**

- Previous administration experience in a busy working environment
- Experience working in a lettings position
- Available for evening & Saturday viewings
- Proven proficiency in Microsoft Word, Outlook, Excel, SharePoint, PowerPoint and other Microsoft packages

- Demonstrate excellent communication skills both verbal and written
- Excellent time management and organisational skills required
- Willingness to work as part of an interactive team
- An ability to build and maintain good networks

**Please note: Applicants must want to seek career progression to a licenced negotiator function or similar. This is an excellent opportunity for those who have a surveying related degree, IPAV or previous experience as a property administrator.**

If you meet the above requirements, please send your CV to Sarah Friel in Lex Consultancy -  
Sarahfriel@lexconsultancy.ie