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**Your New Job Title:** Assistant Property Manager

**Company:** Crabtree Property

**Location:** North Finchley, London

**Hours:** 09.00 – 17.30

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Are you looking for a new and exciting opportunity to work for a forward thinking and progressive company? Then look no further!

**Introducing the Fexco Property Services Group**

The Group currently consists of 3 property management brands plus a risk-assessment brand. We work with 8 out of the 10 top UK developers, and we currently manage a portfolio of 70,000 properties. Collectively there are 12 regional offices across England & Wales supported by in-house teams that manage Admin & Finance, HR, H&S, Marketing & Communications and Legal & Compliance, so you'll be joining a well-established and growing group. More information can be found here: [www.fexcopropertyservices.co.uk/](http://www.fexcopropertyservices.co.uk/)

**We do things a bit differently!**

There is no corporate nonsense, and no old-fashioned hierarchy! Instead, we work with oodles of self-sufficient, autonomous teams across our group. Think of our regional offices as smaller, family-oriented business, but with the corporate benefits, training and support you will need to succeed!

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**About this Role:**

We are currently seeking an Assistant Property Manager to join our North Finchley, London office. In this role, you will be assisting with the management of a portfolio of properties with a Senior Property Manager. You will also deal with the coordination of minor works.

**Some Responsibilities and Goals you'll own:**

- Responding to requests from lessees for minor works
- Liaising with lessees, contractors and surveyors
- Administration of minor works processes with record keeping, instructing contractors, progress chasing, diary keeping, correspondence, processing invoices, filing.
- Liaising with other colleagues and departments within the company
- Providing administrative support to the property manager when away from the office
- Dealing with telephone calls, correspondence and any other support tasks as required
- Keeping records of time charges not included within the management agreement

**Must Have Skills:**

- Experience within an admin and customer service based role
- Superstar on Microsoft Software (MS word, Excel, Outlook)
- Professional and efficient telephone manner. We are a service industry and therefore high standards of professionalism are required when dealing with Clients
- High attention to detail and accuracy.
- Ability to work under sustained pressure.
- Must be organised and willing be able to prioritise.

**Bonus / Superhero Skills:**

- If you have experience of using Qube (Property Management database)

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**You will love this Job because:**

- You like making things easier for customer and colleagues. If there's a roadblock, you want to smooth it away.
- You are energised by interacting with and helping people. You know that everyone has trouble sometimes and seek to empower and educate customers.
- You are a positive person and know how to look on the bright side.
- You're comfortable with a little chaos and uncertainty! But you love reading and learning of new ways of doing things.

**So, if freedom, self-sufficiency, and head-scratching professional challenges rock your world, we could be a match made in heaven!**

Review from a Property Manager employee as of April 2021:

*“Good team spirit, lots of support from management and an ever-improving training team.”*

To apply send your CV to [hr@fexcopropertyservices.co.uk](mailto:hr@fexcopropertyservices.co.uk) or apply via the contact form online: [www.crabtreeproperty.co.uk/careers/](http://www.crabtreeproperty.co.uk/careers/)