



Your New Job Title: Property Transfer Administrator

Company: Fexco Property Services

Location: Salisbury

Hours: 08.45 – 17.15

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/

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!

About this Role:

Based within our busy Property Transfer and Company Secretarial Team, this role will be dealing with sale, re-mortgage and any other legal property matters for our lessees within our managed blocks.

Some Responsibilities and Goals you'll own:

- Responding to internal and external general enquiries received by the department via telephone, email and letter
- Dealing with initial enquiries pending a sale
- Creating and issuing sales packs
- Requesting an undertaking from solicitors to pursue any outstanding account balance, as necessary
- Raising invoices and processing cheques received
- Issuing new lessee welcome packs
- Issuing Land Registry certificates
- Performing Land Registry Searches
- Chasing transfer documents from purchaser's and seller's solicitors, as required
- Issuing a pre-completion statement and letter
- Completing Deed of Covenant, as necessary
- Processing the transfer of joint ownership to sole ownership
- Dealing with notices of assignment and charge
- Indexing the daily post on document management system – E4DM
- Dealing with licences such as sub-let, consent, pet licence and licence to assign
- Arranging execution of lease extension documents
- Dealing with loss of management i.e. handover process



Property
Services

- Any other ad hoc duties as required

Must Have Skills:

- Good administration skills
- Customer service focussed
- The ability to stay calm under pressure
- Well organised
- Strong communication skills
- Good computer skills including all Microsoft Packages
- Experience working within a team
- A willingness to learn new skills

Bonus / Superhero Skills:

- Experience of working within a conveyancing department
- Previous Property Management experience

Who 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!

To apply send your CV to hr@fexcopropertyservices.co.uk or apply via the contact form online:

Review from a Property Manager employee as of April 2021:

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

www.fexcopropertyservices.co.uk/careers/

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