

PROPERTY DEPARTMENT ASSISTANT

ROLE DESCRIPTION



Summary

Mulgrave is a large and diverse rural Estate located on the North Yorkshire Coast, in the North York Moors National Park. The Estate extends to 15,000 acres, including 2,500 acres of Forestry, a large in-hand farm and a Registered Park and Garden around Mulgrave Castle. This is a key role in a small but busy office and would appeal to someone who thrives on working in an evolving, friendly atmosphere. The successful candidate will be well organised, adaptable, discreet, reliable and can work with enthusiasm, flexibility and commitment. In view of the varied content of the role, previous experience within a Chartered Surveyor environment or in an Estate Agent and/or Lettings Office would be helpful, but is not essential. The individual will be a supportive team player, who is engaging, affable, self-motivated and thrives in working with others but equally alone. Good communication skills are essential. A full and clean driving licence is required.

Property Department Duties

The post assists the work of the Estates Director and the Assistant Rural Surveyor and you will provide comprehensive property management support within our residential, commercial and agricultural portfolios. Much of the work is confidential. Discretion and diplomacy will be important attributes of the successful candidate.

Excellent IT skills are essential. Experience of Landmark Systems (property terrier database) and Pear Mapping would be an advantage. You should also be confident with Microsoft Word, Excel, Publisher, Power Point and Outlook.

Specific Duties

These include:

- Maintaining the Estates property terrier on Landmark, including managing agreements and ensuring effective invoicing functions.
- Receiving and prioritising incoming calls from tenants and contractors and dealing with them appropriately, ensuring the effective management of the portfolios.
- Supporting the Assistant Rural Surveyor with the preparation of letting agreements and other tenancy documentation.
- Carrying out viewings for rental property, supervising credit applications and delivering good customer service to all tenants on the Estate.
- Carrying out rent reviews, marketing property and dealing with all statutory notices and procedures associated with managing the let Estate.
- Providing administrative support to enable the Estates Director to manage the other functions across the Estate, including the in-hand farm, forestry department, property sales and development projects.

Hours:	Full Time – 37.5 hours per week, 8.30am to 5pm daily, 1 hour for lunch.
Salary:	Range £20-25,000 per annum depending on experience.
Benefits:	Pension Scheme, Death in Service and other benefits after 6-month probationary period.
Annual Leave:	28 days per annum, inclusive of public and religious holidays.

Applications in writing with CV to
Robert Childerhouse, Estates Director.
Estate Office, Mulgrave Castle, Whitby YO21 3RJ.

Closing Date: 28 June 2019 at 12 noon.