



## Job Description

<b>Job Title:</b>	Property Administrator
<b>Location:</b>	Hatfield Park Estate Office, Hertfordshire
<b>Contract:</b>	Part time
<b>Hours:</b>	Between 17 to 20 hours per week. Split over 4 or ideally 5 days. Start and end times can be flexible within the core business hours of 9am to 5.30pm. Occasional requirement for attendance at meetings outside of core hours.
<b>Reporting to:</b>	Head of Property (Hatfield)
<b>Start date:</b>	By agreement

### Background and place of work

Gascoyne Estates own and manage extensive private family property holdings within London, Hatfield in Hertfordshire and Cranborne, Dorset.

Hatfield Estate is managed by a dedicated management team based at the Estate Office, located within Hatfield Park, a short distance from Hatfield House, home to the 7th Marquess and Marchioness of Salisbury.

The Hatfield portfolio encompasses properties of almost every possible age, shape and size. Residential properties range from period farmhouses and cottages through to townhouses and flats; commercial properties range from a variety of office premises to retail and storage units. The majority of the portfolio is held under AST agreements and commercial leases, however there are a significant number of regulated, pensioner and staff properties; licences and other quasi-agreements.

Gascoyne takes pride in acting as a professional landlord and encourages a positive working relationship with its tenants and customers.

### Summary of the Role

An enthusiastic and knowledgeable individual is required to support with daily and routine aspects of managing the commercial and residential properties on the Hatfield Estate.

Reporting to the Head of Property the role will provide general office administration support to the Head of Property, Residential Property Manager and the Estate Building Surveyor. This includes dealing with prospective and current tenants to coordinate repairs, routine and emergency maintenance.

Routine departmental management tasks include marketing of property, monitoring rental accounts, re-charging for services, arranging regular inspections, insurance record keeping, asset valuations, tenancy renewals and rent reviews.

The Property Administration Assistant is a key member of the Estate Property Team. Whilst performing their core duties, it is also important that the role is understood in the context of the wider business. The business aims to ensure that the management of the commercial and residential

portfolio is wholly aligned with the wider business strategy. This latter aims to ensure consistency across all areas of the business including shared goals of maintaining high standards and more generally ensuring that the reputation of the Estate and Gascoyne as a whole is upheld.

### **Main Responsibilities / Duties**

The successful applicant will report to the Head of Property. Responsibilities and tasks will include:

- Undertaking due diligence in respect of new lettings.
- Preparing ASTs and supporting documents for approval and subsequent signing by incoming tenants.
- Liaising with the Building Department to schedule and file statutory checks (gas safety certificates, legionella assessments and electrical safety inspections etc).
- Liaise with utility providers to ensure accurate and timely billing.
- Administering the registering of deposits with the Tenancy Deposit Scheme
- General office duties, including maintenance of filing, systems and databases
- Working with the Building Department to co-ordinate timely repairs to properties to include receiving and reporting repairs and the ordering materials from suppliers for building works as required.
- Preparing cheque/BACS requests for specific payments as required
- Typing correspondence and minute taking as required
- On a weekly basis to cover reception during periods of absence by the regular receptionist
- Assisting with managing a maintenance database of estate property in coordination with the Building Department.
- Assisting with the management of maintenance contracts for regular events (eg, septic tank emptying, boiler servicing etc).
- Acting as an ambassador of the Estate.

### **Essential Skills and Attributes**

- Positive, motivated, self-starter with an ability to multi-task and prioritise workload.
- Proficient in MS Office, common IT platforms and with strong skills in numeracy and written English.
- Demonstrable experience in a property management environment.
- Well organised with ability to work on own initiative and to realistic targets, budgets and deadlines.
- Demonstrate enthusiasm for the role, with a desire to make a broader contribution.
- Strong communicator, with confidence and tact in dealing with tenants, contractors, colleagues and wider staff.
- A good eye for detail and presentation.
- A willingness to develop new skills.
- The ability to work independently in a professional business environment.

### **Desirable Skills and Attributes:**

- A clean UK Driving licence
- A knowledge of QUBE and Fixflo property software applications.
- A knowledge of Hertfordshire, its local context, characteristics and market.
- Passing knowledge of buildings and common defects.

## **How to Apply**

Please send your CV and a covering letter, either by email or post, to:

Philip Brimley, Head of Property  
Gascoyne Estates,  
Hatfield Park Estate Office  
The Melon Ground  
Hatfield  
AL9 5NB

E-mail; [p.brimley@gascoyne.org](mailto:p.brimley@gascoyne.org)

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