

*ADMINISTRATIVE ASSISTANT
(REF. No. 360)*

ABOUT US

We are London's most up-and-coming student accommodation provider, offering the capital's most fantastic opportunity to learn in a fast-growing and dynamic business.

TASKS

We aim to tailor your tasks towards your interests as far as possible, so to give you an example, frequent tasks include:

- Office/administration:
 - Mail
 - Filing, setting up files
 - Answer the phone
 - Office upkeep (order equipment, stationery)

- Property management

- Tenant management:
 - Set contracts up
 - Keep tenants updated on progress, e.g. regarding repairs, internet installation etc.
 - Register properties for water and bill tenants and make sure tenants register for council tax exemption/register the property for council tax
 - Referencing and dealing with tenant standing orders
 - Other tenant paperwork, e.g. scanning paper copies so that have electronic copy on system
 - Ensure sufficient number of sets of keys available
 - Insure deposits

SKILLS NEEDED

The ideal candidate will:

- Have a real interest in property, with either past experience in a property-related company or a passion for bricks and mortar as well as experience living in student rented accommodation
- Love meeting people, show a real interest in them, and want to solve their accommodation problems
- Be up for a challenge, and not afraid of hard work
- Enjoy working in a small but committed team
- Be punctual and well turned-out

SKILLS TO BE ACQUIRED

The world is your oyster! Within the role, we are more than happy to work around any requirements that you may have from your course or any areas that you personally feel you want to develop.

PERIOD	Flexible (6 months preferred)
FINANCIAL SUPPORT	Subject to negotiation
PLACE OF INTERNSHIP	W1T 4QF, London
OFFICE HOURS	Monday-Friday 9.30am -6.30pm
CONTACT	Praktikum in London/ ASB Internship Solutions Ltd. office@praktikum-in-london.de Tel: +44- (0)20- 8740 3165