



WE'RE HIRING A PROPERTY ADMINISTRATOR

The Diocese of Plymouth is seeking a Property Administrator to join our Property team based in Ashburton, Devon.

The Property Administrator is a key role in the Property team providing a comprehensive administration service to both the Head of Property and the wider team. This enables the smooth operation of the team's activities whether this be health and safety compliance, facilities co-ordination, grants administration, rental administration or other property related matters.

Some key responsibilities include:

- Serve as the first point of contact for property office queries via email, TEAMS, telephone, or in person.
- Manage the property telephone helpdesk, triage queries, and direct enquirers to appropriate team members or documentation.
- Support the Head of Property Services with inbox management, first-line query resolution, and diary management.
- Administer and minute quarterly health and safety meetings, property commission meetings, and other relevant forums.
- Maintain electronic and paper documentation, including property logs and health and safety records.
- Assist with insurance queries, health and safety training administration, and other property-related administrative tasks.

If you possess excellent interpersonal and communication skills alongside strong organisational and time management skills and experience in an office administration role we would love to hear from you!

Hours: 35 hours per week, Monday to Friday, at a salary of £25,643.00

Location: St Boniface House, Ashburton, Devon, TQ13 7JL

Closing date: 24th June 2024

For more information please visit the careers page on the Diocese of Plymouth website or scan the QR code

To apply please send your application form and covering letter to recruitment@prcdtr.org.uk

