
Job title:	Property Administrator
Reports to:	Head of Property
Role purpose:	Responsible for co-ordinating the administration of building repair and maintenance work and assisting with the development of a comprehensive record and systems database within the Property Management Department.

Main Duties and Key Responsibilities of Postholder

Rent Accounts Management

- Co-ordinate records of maintenance history and ensure that cyclical maintenance jobs and records are maintained up to date.
- Co-ordinate and schedule appointments for day-to-day and cyclical maintenance jobs in liaison with the Property Managers.
- Monitor contractors' / suppliers' invoices and subject to Managers' / Senior Manager's / Directors' approval of work completed, present invoices to the Finance Department for payment.
- Respond to tenants' phone calls, emails and direct contact reporting maintenance / repair issues and forward to the Property Managers.
- In conjunction with colleagues ensure that access is afforded to all sites as required for reading of public utility meters, inspections by landlords, statutory authorities and insurance company representatives as required.
- Monitor contractors' and where applicable tenants' insurance policies.
- Co-ordinate and maintain a list of emergency call-out telephone numbers of contractors and services.
- Maintain (together with the Property Managers) a complete set of duplicate keys for all studio sites and provide these for tenants at the request of the Artists' Liaison Department.
- Assist the Co Director Property and Head of Property to create a database for each property bringing together documentation of construction and all guarantees, drawings, Operations manuals etc.
- To attend inter-departmental meetings with the Artists' Liaison Department and minute these meetings on alternate occasions.
- Maintaining effective departmental information flow, acting as an anchor for part time staff.

General Tasks and Duties

- Adherence to Data Protection legislation and Health and Safety requirements.
- Attend relevant training courses with colleagues where appropriate.
- Together with other members of staff, handle general enquiries including written, phone and e-mail.
- Attend regular monthly staff meetings.

Job Conditions

5 days a week, the role is principally office based however the postholder will occasionally be required to visit ACME's studio sites across London.

To undertake such tasks as may be required by Acme that is consistent with the nature of this post.

This job description reflects the current requirements of the role. As duties and responsibilities change and develop this will be reviewed and will be subject to amendment in consultation with the postholder.

Criteria	Essential/ Desirable	How to be measured
Qualifications		
Good standard of general education to GCSE level or equivalent	Essential	Application
Knowledge/Experience		
At least 1 years administration experience	Essential	Application / Interview
Working knowledge of Health and Safety	Desirable	Application / Interview
Experience of working in a property environment	Desirable	Application
Skills/Attributes		
Effective communication skills – written and verbal	Essential	Application / Interview
Good administrative and organisational skills	Essential	Application / Interview
A good level of numeracy	Essential	Application / Interview
Excellent MS office skills – Word and Excel including a proficiency in Outlook	Essential	Application / Test
Effective time management with the ability to plan and manage priorities, meeting weekly and monthly deadlines	Essential	Interview
Ability to self-manage competing work demands	Essential	Application / Interview
Strong team player able to work effectively with cross departmental colleagues and client	Essential	Interview
Interest in providing opportunities and support for artists	Essential	Application
Ability to provide a positive and professional service to clients and colleagues	Essential	Interview
Empathy with the mission, objective and values of Acme	Essential	Interview
Eligibility		
The ability to meet UK 'right to work' requirements	Essential	Pre-employment check

Summary of Terms and Conditions

Position: Property Administrator

Employer: Acme Artists' Studios Limited

Place of work: 44 Copperfield Road, Bow, London E3 4RR
The office is on the 4th floor. There is a lift and level access throughout.

Your principal place of work is the Company's premises (as above). However, you may, following consultation, be required to work on either a temporary or on an indefinite basis at any premises which the Company currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

Salary: £25,000 to £29,000 per annum dependent on experience

Benefits: A commitment to flexible working
Annual leave: 28 days plus bank holidays
Enhanced sick pay, maternity, paternity, adoption leave pay
Pension scheme
Cycle to Work scheme
Interest free season ticket loan
Training and development opportunities
Employee Assistance Scheme

Days and hours of work: 5 days / 35 hours per week. Occasional out of hours work will be required, for which time off in lieu will be granted.

How to apply

To apply, please visit our website and complete the Property Administrator application form:
cognitoforms.com/Acme10/PropertyAdministratorRecruitmentForm

The deadline for applications is **12pm Thursday 26 November**. Interviews will be held on **Thursday 17 December 2020**. Digital and in person options available.

After submitting you will be redirected to an anonymous Monitoring Form. Completing this form helps Acme monitor how effective we have been in communication to and attracting a diverse range of applicants, and in order to identify possible direct or indirect barriers to application. The information you share with us on this form is optional, not part of any selection process, and is kept completely separate from your application.

Please note: applicants who do not demonstrate that they meet the criteria outlined in the person specification will not be considered for the role.

If you have not heard from us within two weeks of the closing date you should assume that you have not been shortlisted for interview.

Unfortunately, we cannot provide feedback on unsuccessful applications.

Acme exists to support the broadest possible range of artistic practice, and creates opportunities for artists to develop and take greater creative risks.

We passionately believe in social equity and the benefits of diversity, seeking to support, encourage and include people, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We particularly encourage applications from disabled people and those from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the arts and cultural sectors.

Access Requirements

If you have any access requirements at any stage of the selection process please contact Natasha O'Brien, HR Advisor natasha@acme.org.uk

About Acme

Supporting artists since 1972, Acme is a charity based in London which provides affordable studios, work/live space, and a programme of artist support. Acme is the single largest provider of affordable artist studios in England, and this year it will support over 800 individual artists across 16 buildings in Greater London. acme.org.uk

