



Job Title: Property Services Administrator
Salary: National Minimum Wage
Hours: 25 hours per week
Location: Leeds

CANDIDATES MUST BE ELIGIBLE FOR THE KICKSTART SCHEME PLEASE TALK TO YOUR DWP WORK COACH

Duties and responsibilities of the post

- Raise works orders and distribute to contractors or the in-house maintenance team;
- Maintain and update the repairs and maintenance database;
- Keep the Repairs Manager up to date on overdue repairs;
- To liaise with landlords, schemes, and contractors;
- To ensure statutory testing and inspections are booked in and carried out within the legal time frames;
- To maintain the digital archive of compliance records;
- To at all times work within TLA's policies and procedures; and,
- To represent the organisation positively and maintain professional boundaries.

Skills/ Experience

- Able to work in an organised and methodical manner;
- Able to communicate clearly, both verbally and in writing;
- An understanding of the need for confidentiality;
- Some basic knowledge of ICT systems, namely Microsoft Office Word, Outlook, and Excel. Experience;
- Knowledge of speaking on the phone to third parties, e.g. contractors, customers, and landlords.

This is a Kickstart position for six months duration and is not a guaranteed full-time job.

Eligibility criteria will apply. You will receive job training and additional support from Leeds City Council Employer and Skills officer.

If you are interested in this position, you can contact your work coach to apply or visit our website www.turninglivesaround.co.uk to download application form alternatively, call 0113 276 0616 or email jobs@turninglivesaround.co.uk