

JOB DESCRIPTION

Vacancy: **Resales & New Homes Administrator**

Vacancy Ref: **200521B/LRADM**

Contract: **Full time – Permanent**

Hours: **Monday to Friday 8.30am to 17.30pm & Saturdays as rostered (currently 1 in 4 - Hours 9.30am to 12.30pm)**

Holidays: **20 Days per Annum plus Statutory**

Reporting to: **Partner/Associate Partner**

Location: **Lisburn Road Office**

Salary: **Dependent on Experience**

Company Background:

Simon Brien Residential, one of Northern Ireland's leading Residential Estate Agencies and is at the forefront of the private resales, land and new homes market. The Simon Brien Residential Land and New Homes Team would be regarded as market leaders in land transactions and new developments across Northern Ireland. We handle a diverse portfolio from small niche schemes of 2 to 10 houses, to large scale City Centre apartment developments to larger housing developments from 20 to 500 houses. Our Resales Team cover all of Northern Ireland from apartments to country residences.

The ethos of Simon Brien Residential is built on traditional values of customer care, long established experience, and a professional and personal service for all our clients.

Purpose of the Role:

This is an exciting opportunity based at our Lisburn Road office. The successful candidate will be a vital member of the team engaging in a range of different activities within the Resales & New Homes departments. This role is the perfect opportunity for someone who has a passion for people and property and attention to detail.

Key Skills & Responsibilities:

The key skills and responsibilities include but are not limited to the following:

- Creating & Designing Brochure's
- Typing letters, reports, schedules, memos, brochures etc. (copy + audio typing)
- Diary management
- Presentation preparation
- Maintaining Client files & Compliance
- Deal with Client queries
- General administration (filing, faxing, scanning, photocopying etc.)

Criteria:-

- Proven experience in an Administrative Secretarial role (at least 3 years)
- **Working knowledge of InDesign essential**
- Excellent communication/organisational skills
- Attention to detail
- Excellent written and spoken grammar
- Excellent computer skills including Excel, Word, PowerPoint, Adobe Acrobat 8 Professional
- Well-presented and a team player

How to apply

To apply, please send your CV (including your National Insurance Number) to careers@simonbrien.com with the subject line “**200521B/LRADM – Resales & New Homes Administrator**” outlining how you meet each of the skills and responsibilities. Please ensure you clearly demonstrate how you meet the above criteria in your CV.

Please also complete the attached **Monitoring form** (with National Insurance Number). Applications will be considered incomplete if the monitoring form is not returned.