**Job Description – Leasing Administrator**

|  |  |
| --- | --- |
| Job Title | Leasing Administrator |
| Company | Estama (UK) Limited |
| Location | Manchester |
| Line Manager | Head of Property Management  |
| Essential Duties & Responsibilities | The role of the Leasing Administrator would be to provide administration support to the property management, asset management and property management accounts teams. The main duties would include;* Reviewing of lease proformas / legal documents
* Liaising with Lawyers / PM / AM / Accounts to ensure lease management process complies with KPI’s
* PM data system management
* Overseeing PM record systems are accurately managed
* Supporting PM’s in tenant turnover rent certificates & calculation
* Supporting PM’s with service charge cap calculations
* Quarterly / Monthly tenancy schedule cross check
* Supporting in review and management of H&S management systems
* Coordinating insurance renewals
* Supporting / Coordinating reporting and ensuring compliance with KPI’s
* Supporting with ESG management
* Assisting with business rates and utilities management
* Supporting with the credit control team
* Supporting the Estama Analyst team with various tasks such as reviewing business plans
* Providing support to the Property Management Accounts team
 |
| Skills & Competencies | * Strong IT skills
* Good knowledge of procurement processes
* Strong attention to detail for system and data management
* Strong relationship building skills
 |
| Experience | * No previous experience required
 |
| Qualifications | N/A |