**Job Description – Leasing Administrator**

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| 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 |