



Property Administration Coordinator

Maternity Cover Fixed Term Contract

Part Time - 20 hours per week (4 hrs a day over 5 days)

£25,878 FTE Pro Rata, benefits include 7% employer pension contribution

We are a registered charity for the homeless that helps some of Reading's most vulnerable and disadvantaged people to turn their lives around and fulfill their potential. Launchpad offers accommodation-based support and works with our tenants on a range of support needs including advice and advocacy, life skills, budgeting, mental health, drug / alcohol addiction as well as support around education, training and employment.

THE ROLE

Reporting to the Maintenance & Compliance Manager, the Property Administration Co-Ordinator is to provide an effective, proactive and efficient administration for all housing and property related information. The role involves using data gathering, collation and coordination to ensure all compliance and property databases are maintained according to current legislation.

Key responsibilities include:

- Effective data gathering to assist the Maintenance & Compliance Manager & Tenancy & Lettings Manager
- Manage and collate relevant information regarding all property and assets
- Handle telephone queries from other professionals, clients, members of the public, accurately logging enquiries onto our database and passing information to the relevant person
- Logging and allocating all maintenance tasks and repair works
- Arranging all relevant H&S tests such as gas certificates, fire safety etc.

This is an exciting opportunity to provide a proactive, effective and efficient administration service to the Housing team. The ideal candidate will have excellent interpersonal skills, be very well organised with the ability to be flexible and adaptable. Competence with IT, strong office-based experience and a willingness to learn are key requirements.

Please click [here](#) to read the full job description

Please click [here](#)^x to apply for the job

Whilst appointments will always be made on the merits of the application and performance in the selection process, Launchpad is committed to achieving greater diversity, inclusion and equity in our workforce - and actively encourages and welcomes applications regardless of sex, gender, race, age, sexuality, beliefs or disability. If you require any adjustments to the application, recruitment or selection procedure, please contact our HR team.