



JOB DESCRIPTION

Executive Assistant - Blocsphere Property Management

£11 per hour

Part-time: 12 hours a week

Blocsphere provide property services to residential and commercial clients throughout the UK. Our goal is to become the number one property management company in the UK, recognised for our customer-centric approach and unmatched service offering.

To achieve this goal, we are about to enter a period of unprecedented growth, including a major rebrand and complete overhaul of our customer interaction systems.

As part of our expansion, we now have an exciting vacancy for an Executive Assistant to join a dynamic team at our Head Office in Shropshire.

Responsibilities of the role are:

- Executive Assistant to the Managing Director and Legal Director.
- Bank and expense reconciliations.
- Diary management for meetings etc.
- General management of the office building including weekly fire alarm testing and meter readings.
- Sorting and scanning incoming as well as franking outgoing post.
- Complaint handling.
- Explore new strategies for business growth.
- Welcoming customers into the reception area.
- Ordering of office supplies when needed.
- Maintaining staff records of annual leave, expenses etc.
- Entering invoices onto the Xero accounting system and reconciling supplier statements.
- Other administration tasks/duties as required.

The ideal candidate will have:

- Strong organisational skills.
- Strong digital skills
- Problem-solving ability.
- Good negotiation skills.
- Professional telephone manner.
- Good knowledge of Microsoft Office.
- Full UK driving licence (preferred).