



ADMINISTRATOR

SALARY • Competitive + benefits

LOCATION • Newcastle

THE OPPORTUNITY:

We are seeking a highly organised, proactive Administrator to support the day-to-day operations of our busy Residential Agency Sales and Lettings team in Newcastle. This is an excellent opportunity for the right candidate to ensure smooth running of office functions, supporting client interactions and helping to maintain high standards of customer service throughout the property transaction process.

PRIMARY OBJECTIVES:

- Provide full administrative support, booking in client viewings and property valuations using careful diary management
- Prepare property details, brochures, contracts, and marketing materials
- Maintain accurate property listings across all online portals including Rightmove and Zoopla
- Liaise with buyers, tenants, landlords and vendors
- Ensure files are compliant with current legislation and all legal documentation is completed and filed correctly including AML checks, Tenancy agreements and EPC's

A SUCCESSFUL CANDIDATE WILL:

- Have excellent communication and team working skills
- Be highly competent in all aspects of IT, particularly Word, Excel and Outlook
- Work in the strictest confidence
- Have the ability to think and plan ahead for team members
- Have excellent client care skills and attention to detail
- Have a professional and personable approach
- Have previous administrative experience, ideally within property, estate agency, or a professional services environment

WE OFFER:

- Excellent working environment with flexible working
- Membership of the Firm's Pension Plan
- Payment of relevant professional subscriptions
- 28 days annual leave per year, plus bank holidays
- Long service awards
- Inclusion in the Firm's Life Assurance Policy given as three times annual salary
- Company, Team and Individual bonuses
- Employee Assistance Programme
- Enhanced maternity and paternity pay

ABOUT US:

GFW provides property and business consultancy services on a regional basis across Northern England and Southern Scotland. We have a team of 80+ that operate from our five offices providing innovative solutions for clients across the residential, commercial, rural and development sectors.

SOUND INTERESTING?

Give us a call for a confidential discussion or apply by emailing a CV and accompanying cover letter to careers@gfwllp.co.uk



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