



SERVICE TEAM ASSISTANT

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 Agency teams, covering Residential, Rural, Commercial, and Planning & Development. This is an excellent opportunity for the right candidate to play a key role within a dynamic and fast-paced environment. You will interact regularly with clients, professional contacts, and colleagues, contributing to the smooth and efficient running of the team. With a strong sense of ownership and the ability to use your own initiative, you will help ensure that all teams are well organised, prepared, and supported at all times.

PRIMARY OBJECTIVES:

- Provide effective support to our fee earners in all forms of general administration including diary management across all teams
- Liaise with clients on daily basis, ensuring all file records are up to date and compliance is followed from the outset
- Prepare property particulars, brochures, and marketing materials
- Assist and contribute with client fee earning work in accordance with KPI's
- Operate and understand internal invoicing systems
- Ensure files are compliant with current legislation

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 an understanding of financials and head for numbers
- 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 three 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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