**Job Description**

Job Title: Administrator

Team: Business Space

**Summary Description**

The Business Space Administrator is expected to assist in the delivery of the department objectives and business plan targets, providing a high quality administrative service to ensure the smooth running of the department.

Further details of the business and department can be found at [www.coark.com](http://www.coark.com)

The post will be based at the Cardiff office - 7 & 8 Windsor Place, CF10 3SX.

9am -5.30pm Monday – Friday.

**Core Administrative Duties**

* To act as a central point of contact for the team and their activities.
* To deal with telephone, post and e-mail enquiries as required.
* To manage the diaries of the team.
* To manage and type correspondence as may be required including dictation.
* To ensure that hard copy and electronic filing are kept up to date.
* To manage the contact database of department clients and contacts.
* To manage all job filing and marketing literate.

**Departmental Administrative Duties**

* To control hard and electronic file opening policies together with server client files and directories.
* To help produce and manage department marketing literature and web content.
* To manage all disbursements for department jobs liaising with the internal accounts team.
* To work with the department Surveyors to compile and ensure all and documents for health and safety, compliance and regulatory needs are achieved for each job.
* To process and code invoices for payment.

**Marketing**

* To work with team to produce brochure and web content, social media feeds and on site marketing initiatives.
* Prepare mapping and images for property details.
* Liaise and help manage third party marketing teams for client work.
* Assist in the preparation of tender and “pitch” documentation for new work opportunities.
* Support the organisation of client/agency functions and business development events.

**Information Systems**

* To update and monitor key dates and triggers that may need to be addressed such as rent review, break date and lease expiries for business space database entries.
* To assist in the management of the enquiries database, including chasing active enquiries.
* To update and monitor fee forecasts with team and director for board reporting.
* To set up new properties on the Agency database and ensure accurate data input.

**Qualifications and Experience**

* The candidate will demonstrate excellent IT and administrative skill sets and experience in managing systems.
* The candidate will possess confidence and high level administration skills to support the department.

**The candidate should have experience of:**

* Working within a team.
* Excellent organisational skills
* Processing financial information
* Confidently communicating with a rage of contacts.
* Working to deadlines
* Producing high quality documents, presentations and reports independently.

**Desirable experience of:**

* Working in commercial property or similar environment
* Marketing experience
* Database work
* Social media