

Job Description for Estate Management Assistant, Scone Palace

Job Title:	Estate Management Assistant (Temporary)	Responsible to:	Assistant Surveyor
Main purpose of job:	The Estate Management Assistant will provide efficient assistance with all aspects of land and property management to include residential, commercial, farming, sporting and forestry enterprises.		
Main responsibilities include:			
<p>To assist with all day to day property and tenancy related matters including;</p> <ul style="list-style-type: none"> - Marketing of property for let and undertaking viewings, assessing tenancy applications and assisting with the drafting of leases - Management of the property terrier and undertaking rent reviews - Management of property maintenance and the review of obligations under different lease types across a broad range of asset classes - Production of Records of Condition - Working closely with the Estate Maintenance Department - Liaising with the Sporting Department in regard to the management of the shooting and fishing enterprises - To prepare digital plans using Pro Map - General administrative work relating to the property portfolio - To work with own Health and Safety, and that of others, in mind at all times - To carry out any other reasonable duties as requested by the Management Team or Mansfield family 			
Requirements of the Role:			
<p>Applicants must have:</p> <ul style="list-style-type: none"> - Strong IT skills with experience of a range of IT programs and systems - Keen attention to detail with a methodical approach - Excellent communication skills – written and spoken English with the ability to build good relationships with colleagues, tenants and contractors - A positive, proactive and flexible attitude and be a strong team player - A professional manner and appearance and be confident, helpful and polite - The ability to work well under pressure - The ability to adapt to change at short notice - The ability to work on own initiative in a pro-active matter - An understanding of finance and budgets is desirable along with a willingness to embrace new systems - Given the nature of the role a valid full driving licence is essential 			

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive.