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**Property Management Administrator**

**Jaggard Macland - Beaconsfield, England, United Kingdom**

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| Jaggard Macland are looking for a diligent Property Management Administrator based in Beaconsfield, Home Counties. Jaggard Macland surveyors are a multi-disciplined Chartered Surveyors with a fantastic team of professionals offering professional advice and services, with expertise and experience on all aspects of residential and commercial property. This is a great opportunity for an enthusiastic and thorough individual who enjoys working in administration and wants to be a member of a small team. Details:* The role involves assisting in the management of Jaggard Macland's property management database.
* Property database management - making tenant changes, adding new properties and clients to the system, assisting in demanding rents and potentially service charge reconciliations.
* The ideal candidate will have experience in using Tramps (property database software) or alternatively another type of property database software.
* We are looking for someone who is diligent and has a keen eye for detail.

This role would be commutable from Amersham, Marlow, Maidenhead, Slough and High Wycombe.Job Type: Part-time or Full-time, Permanent.Salary: Salary depending on experience.Please contact Steven Macdermott - SRM@JAGGARDMACLAND.CO.UK – to apply or for more information. |
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