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Part Time Administrator

Posted 08/06/2026 by [Arlington Resource Management](#)

📍 London

£ £30,000 - £35,000 per annum pro rata

📅 Permanent +1

⚡ Easy Apply



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This property office administrator role includes:

- General office administration, handling telephone and email enquiries
- Preparing correspondence, maintaining property records and filing systems
- Assisting with service charge administration and property documentation
- Liaising with tenants, leaseholders, contractors and managing agents
- Monitoring compliance records and inspection schedules
- Arranging inventories, check-ins and check-outs
- Coordinating cleaning, maintenance visits and contractor appointments
- Assisting with tenancy deposit releases and related administration
- Assisting with rent collection and invoice administration
- Following up outstanding matters and ensuring actions are completed
- Supporting the directors with ad hoc administrative tasks

The ideal administrator will be pro-active, well organised and detail-oriented with good communication and interpersonal skills, comfortable dealing with people by telephone and email. You will have excellent MS Office skills and be able to work independently and be flexible and willing to

assist with a variety of tasks. Property experience would be useful but not essential.

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Company: [Arlington Resource Management](#)

Contract Length: **3 days**

Job Type: **Permanent, Part Time**

Job Reference: **5099_1780932038**

Contact name: [Login](#) or [Register](#) to view

Job ID: **225222442**

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Part Time Administrator

Posted 04/06/2026 by [Atkinson Moss](#)

📍 NR27, Cromer, Norfolk

£ £12.71 per hour

📅 Temporary

⚡ **Easy Apply**

Administrator (Part-Time)

Posted 5 days ago by [Think Recruitment](#)

MARIAM KOSTANASHVILI

CONTACT

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07438871540

Richmond | London

KEY SKILLS

- Guest Services & Customer Experience
- Front Office Operations
- Customer Service Excellence
- Reservation & Booking Management (Opera PMS)
- Complaint Resolution Problem Solving
- Administrative Support & Documentation
- Email, Telephone & Face-to-Face Professional Communication
- Cash Handling & Financial Transactions
- Cross-Department Coordination
- Time Management & Prioritisation
- MS Office (Word, Excel, Outlook)
- Confidential Data Handling (GDPR)

EDUCATION

- University of Wales Trinity Saint David (UWTSD)
Business Skills Programme | 2025-Present
- Gori State University, Georgia
Bachelor of Law (LLB Equivalent) | Graduated 2020
- Richmond & Hillcroft Adult Community College
GCSE English & Maths (Level 2)

PROFESSIONAL COURSES & TRAINING

PROFILE

Customer-focused Front Office and Guest Services professional with experience delivering Forbes Five-Star hospitality in a fast-paced luxury hotel. Skilled in providing exceptional customer service, managing reservations, resolving guest enquiries and complaints, coordinating across multiple departments, and supporting high operational standards. Confident communicating with international guests while delivering a seamless customer experience in high-pressure environments.

EXPERIENCE

Spa Front Office & Guest Experience Coordinator | Pan Pacific London (Forbes Five-Star Luxury Hotel) | 2024 - Present

- Deliver exceptional guest service within the Spa at a Forbes Five-Star luxury hotel, ensuring a seamless and personalised guest experience.
- Manage daily spa reservations, appointments and operational schedules using Opera PMS.
- Welcome guests, handle enquiries and resolve concerns professionally through face-to-face, telephone and email communication.
- Coordinate with therapists and internal departments to ensure efficient daily operations and a consistently high standard of service.
- Process cash and card payments accurately while supporting financial and guest records.
- Maintain guest accounts, booking records and confidential documentation under GDPR requirements.
- Prepare operational reports and provide administrative support to management.
- Work effectively in a fast-paced luxury hospitality environment while consistently keeping Forbes Five-Star service standards.

Student Representative | Administrative Liaison | University of Wales Trinity Saint David (UWTSD) | 2025 -Present

- Represent student interests by communicating feedback and collaborating with academic staff to enhance the student experience.
- Support students with academic and administrative enquiries, providing clear and professional guidance.
- Participate in meetings with university staff, contributing ideas and recommendations for continuous improvement.
- Act as a liaison between students and university departments, ensuring effective communication and problem resolution.

- London Reception Academy | Reception Excellence Training
- STA Pool Emergency Responder Certificate (*Valid until 2028*)
- Strive Training | Customer Service & Hospitality Training.

ADDITIONAL PROFESSIONAL EXPERIENCE

DWP - Civil Service Work Experience Programme | Kingston | April 2024

- Gained practical experience within a UK Civil Service environment, supporting administrative and operational processes.
- Assisted Operational Delivery teams with administrative tasks and document management.
- Supported data handling activities while maintaining GDPR and confidentiality standards.
- Contributed to the planning and delivery of a Job Fair, working collaboratively with colleagues and external stakeholders.

INTERESTS

- Professional development
- Psychology
- Reading books
- Yoga | Pilates
- Walking
- Listening podcast

- Handle confidential information professionally while supporting accuracy and discretion.

Sales Assistant | Postmark Ltd, Chiswick | 2024

- Delivered excellent customer service in a busy retail environment, creating a positive customer experience.
- Helped customers with product enquiries and personalised recommendations.
- Processed cash and card transactions accurately while maintaining excellent attention to detail.
- Maintained attractive product displays and ensured high visual merchandising standards.
- Supported daily store operations and collaborated effectively with colleagues during busy trading periods.

Retail & Customer Service Assistant | Wheelers Garden Centre, Chiswick | 2022-2024

- Provided friendly and professional customer service in a fast-paced retail environment.
- Operated tills and processed cash and card payments accurately.
- Managed stock replenishment, inventory checks and product presentation.
- Assisted customers with product enquiries and recommendations.
- Maintained high standards of organisation, cleanliness and health & safety across the store.
- Worked collaboratively with colleagues to ensure efficient daily operations.

Probation Officer (Internship) | Bureau of Probation, Khashuri, Georgia | April 2021 – July 2021

- Provided administrative support and assisted probation officers with case management activities.
- Prepared reports maintained accurate client records and updated case documentation.
- Communicated professionally with service users and directed individuals to appropriate support services.
- Handled confidential information following by data protection and safeguarding requirements.
- Developed strong organisational, communication and professional documentation skills.

Mariam kostanashvili

24 Marchmont road

Arlington Resource Management
London.

17/07/26

I am writing to apply for the Property Office Administrator position advertised by your company. With several years of experience in customer service and administration within a busy hospitality environment, I am confident that I have the organisational, communication and administrative skills required for this role.

In my current position as a Receptionist and Wellbeing Receptionist, I manage telephone and email enquiries, maintain accurate booking records, prepare documentation, coordinate appointments and provide professional support to both customers and colleagues. Working in a fast-paced environment has strengthened my ability to prioritise tasks, solve problems efficiently and maintain a high level of accuracy while delivering excellent customer service.

I am particularly interested in this opportunity because it would allow me to further develop my administrative career. I am confident communicating with clients, contractors and colleagues, and I enjoy organising information, maintaining records and ensuring that tasks are completed on time. I am proficient in Microsoft Office, learn new systems quickly and am comfortable working independently as well as part of a team.

I am a reliable, proactive and detail-oriented individual who takes pride in providing professional administrative support. I believe my positive attitude, willingness to learn and strong organisational skills would allow me to make a valuable contribution to your team.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experience match your requirements. I look forward to hearing from you.

Yours faithfully,

M.kostanashvili

A handwritten signature in black ink, appearing to be 'M. Kostanashvili', written over a horizontal line.