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Temporary Property & Administration Manager

24 June by Love Success Recruitment

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EXPERTS IN RECRUITMENT

£ £25.64 per hour

📍 South West London, London

🕒 Temporary, full-time

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Full job description

Location: West End, London (W1), Office based**Rate:** £25.64 per hour**Hours:** 37.5 per week, Monday-Friday**Duration** Ongoing**Start:** Immediate

A leading private property investment and management business in the West End is seeking a **Property & Administration Manager** to join its close-knit team. The portfolio spans high-quality residential and commercial properties across prime central London locations, including Fitzrovia, Marylebone, and Primrose Hill.

This is an excellent opportunity for a driven and detail-oriented property professional looking to further develop their expertise within a dynamic and supportive environment.

Key Responsibilities

- Oversee all aspects of tenancy processes from start to finish
- Manage property check-ins and check-outs
- Coordinate property preparation, including maintenance, refurbishment, and furnishing
- Supervise external contractors (e.g. gardening, lifts, fire safety, waste management, window cleaning)
- Handle general administration, including tenant deposits and rent invoicing
- Collaborate with the finance team on annual service charges, ensuring timely invoicing and resolving queries
- Perform routine office administrative duties
- Obtain and review maintenance quotations from contractors
- Resolve supplier invoice issues promptly and efficiently
- Maintain accurate and up-to-date property maintenance records

Candidate Profile

We are looking for a proactive and organised individual with a genuine passion for the property sector. The ideal candidate will have:

- Strong property management experience
- Excellent organisational skills with exceptional attention to detail
- Clear and professional written and verbal communication skills
- A reliable, adaptable, and resourceful approach
- The ability to work both independently and collaboratively
- Confidence working in an office setting and visiting sites across London
- A strong academic background and demonstrable leadership capability

Ready to step into a fast-paced property role with real responsibility? Join a collaborative team managing a high-quality Central London portfolio, where you'll continue to grow your expertise.

Love Success is a top recruitment agency based in London, dedicated to connecting exceptional administrative and office support staff with the leading businesses across London and the UK. Whether you're a candidate seeking Personal Assistant roles in London or an employer looking to hire administrative and office support staff, our agency provides high-quality recruitment

services tailored to your needs.

At Love Success, we champion diversity, equity, and inclusion, embedding these values into every aspect of our operations. Our unwavering commitment to these principles is evident in our recruitment practices and our comprehensive training and development programs. We partner with organisations that share our dedication to fostering diverse and inclusive workplaces, where individuals can be their true selves in the workplace. Together, we strive to promote equality and create opportunities for all.

Love Success is proud to serve as an Employment Agency for this vacancy.

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📍 South West London, London

🕒 Permanent, full-time

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Online, Self-paced

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Sales & Lettings Administrator

Posted 2 days ago by [Additional Resources](#)

📍 Camden, Greater London
£ £30,000 - £35,000 per annum
📅 Permanent

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An opportunity has arisen for a **Sales & Lettings Administrator** to join an independent estate agency specialising in residential sales, lettings and **property** management providing personalised **property** services to buyers, sellers, landlords and tenants.

As a **Sales & Lettings Administrator**, you will be providing administrative support across sales and lettings operations, ensuring **property** processes, documentation and enquiries are handled efficiently.

This full-time office-based role offers a salary range of £30,000 - £35,000 and benefits.

You will be responsible for:

- Preparing sales documentation and issuing relevant paperwork once **properties** are agreed for sale
- Drafting and sending correspondence to buyers, sellers, solicitors and other parties

Apply Now

Preparing **property** details, descriptions and marketing materials
Preparing tenancy agreements, referencing documents and move-in paperwork
Coordinating tenancy **administration**, including check-in and check-out processes
Managing lettings enquiries from tenants, landlords and third parties
Supporting tenancy renewals, including documentation and signature coordination
Uploading and maintaining **property** compliance records, including relevant safety certificates

What we are looking for:

Previously worked as a Sales & Lettings **Administrator**, **Property Administrator**, Estate Agency **Administrator**, Lettings **Administrator**, Sales **Administrator**, **Property** Coordinator or in a similar role.
Prior experience within estate agency or **property administration** (highly preferable)
Skilled in Microsoft Word, Excel and Outlook

Confident written and verbal communication skills

Professional telephone manner with the ability to handle customer enquiries effectively

Comfortable using **property** CRM systems

- Proactive approach with the ability to identify solutions and take ownership of tasks

This is a great opportunity for an Sales & Lettings **Administrator** looking to join a busy estate agency team and play a key role in supporting successful sales and lettings operations.

Important Information: We endeavour to process your personal data in a fair and transparent manner. In applying for this role, Additional Resources will be acting in your best interest and may contact you in relation to the role, either by email, phone, or text message. For more information see our Privacy Policy on our website. It is important you are aware of your individual rights and the provisions the company has put in place to protect your data. If you would like further information on the policy or GDPR please contact us.

Additional Resources Ltd is an Employment Business and an Employment Agency as defined within The Conduct of Employment Agencies & Employment Businesses Regulations 2003.

Company: **Additional Resources**

Contract Length: **N/A**

Job Type: **Permanent**

Job Reference: **STU/AR/070523**

Contact name: **Login or Register to view**

Job ID: **225418751**

Telephone: **Login or Register to view**

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Lettings Administrator

Posted yesterday by [Ritz Recruitment](#)

📍 West London

£ £13.45 per hour

📅 Temporary

⚡ **Easy Apply**

Lettings Administrator

Posted 15/07/2026 by [DallasWylde](#)

📍 Farringdon Within, Greater London

£ £35,000 - £40,000 per annum

📅 Permanent

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Senior Lettings Administrator

Posted 6 days ago by [Ritz Recruitment](#)

📍 Stockwell

£ £31,000 per annum

📅 Permanent

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Sales And Lettings Negotiator

Posted 20/07/2026 by [Dalby Property Recruitment](#)

📍 SW19, Wimbledon, Greater London

£ £20,000 - £26,000 per annum

📅 Permanent

Trainee Sales & Lettings Negotiator

Posted 08/07/2026 by [Pear Recruitment](#)

📍 East Ham Central, Greater London

£ £20,000 - £35,000 per annum

📅 Permanent

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Job 1	Job 2	common skills and knowledge areas
You will be responsible for: Preparing sales documentation and issuing relevant paperwork properties are agreed for sales. Drafting and sending correspondences to buyers, sellers, solicitors, and other parties. Apply now: Preparing property details, descriptions and marketing materials. Preparing tenancy agreements, referencing documents and move-in paperwork. Coordinating tenancy administration, including check-in and check-out processes Managing lettings enquiries from tenants, landlords and third parties Supporting tenancy renewals, including documentation and signature coordination Uploading and maintaining property compliance records, including relevant safety certificates What we are looking for: Previously worked as a Sales & Lettings Administrator, Property Administrator, Estate Agency Administrator, Lettings Administrator, Sales Administrator,	About the Role We are looking for a dependable and initiative-taking administrator to join a busy property team, providing essential support across a range of day-to-day office and administrative duties. This is a varied role that would suit someone who enjoys being at the heart of a team, can confidently manage multiple tasks, and takes pride in providing excellent support to colleagues, clients, and contractors. You will be joining a friendly and supportive office environment where you will play a significant role in ensuring the smooth running of daily operations. What You'll Be Doing Answering incoming calls and directing enquiries to the appropriate team members Taking accurate messages and ensuring information is passed on promptly, from administrator by phone call or mail.	1. Communication Skills (Written and Verbal) Both roles require strong communication skills. Receptionists must greet visitors, answer calls, and write professional emails. Administrative Assistants must communicate with suppliers, staff, and clients, often coordinating schedules or confirming bookings. Clear communication prevents misunderstandings and ensures smooth operations. 2. Customer Service Skills Both adverts emphasise providing a positive experience for clients, tenants, or guests. This includes handling enquiries, resolving issues, and maintaining a welcoming environment. Customer service is central to both professions because these roles represent the organisation's first point of contact.

Property Coordinator or in a similar role. Prior experience within estate agency or property administration (highly preferable) Skilled in Microsoft Word, Excel, and Outlook Confident written and verbal communication skills Professional telephone manner with the ability to manage customer enquiries effectively. Comfortable using property CRM systems. Initiative-taking approach with the ability to identify solutions and take ownership of tasks.	Managing incoming and outgoing post Monitoring and assisting with shared team inboxes Printing, preparing, and distributing correspondence and documentation. Assisting contractors visiting the office to collect and return keys. Logging and updating key records on internal systems. Providing general mailbox and administrative support Maintaining accurate records and updating internal systems Supporting the wider Property Management team with day-to-day administration Assisting with ad hoc office duties as required	3. Organisation and Time Management Each advert stresses the importance of managing multiple tasks. Receptionists handle diaries, appointments, and records. Administrative Assistants organise documents, prepare materials, and manage office supplies. Strong organisation ensures efficiency and reduces errors. 4. IT Skills Both roles require proficiency in Microsoft Office, email systems, and sometimes CRM or booking software. Digital competence is essential in modern administrative work. 5. Attention to Detail Accuracy in documentation, scheduling, and communication is crucial. Mistakes can lead to customer dissatisfaction or operational delays. Selected Shared Skill: Communication Skills Communication skills are vital because administrative and
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		receptionist roles rely heavily on interacting with people. As an INFJ, communication is also one of my natural strengths: I am intuitive, empathetic, and aware of how others respond to me. Effective communication ensures clarity, builds trust, and prevents conflict. In fast-paced environments, strong communication helps maintain professionalism and supports teamwork. This skill is essential for delivering excellent customer service and representing the organisation positively.
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Strengths	Weaknesses
My strengths increase my performance, motivation, satisfaction, and happiness at work. One of my strongest qualities is being aware of my feelings while carrying out tasks. When I begin a new project, I often feel motivated and ready to give my full effort. This emotional awareness helps me stay engaged and productive. I am also highly observant of how others respond to me. When I manage or support colleagues, I notice who is motivated and who struggles. This helps me adapt my approach and support others effectively. Another strength is my ability to break down tasks into clear steps, such as planning, research, writing, and editing. This structured approach aligns with my Judging preference: I am organised, reliable, and efficient at meeting deadlines. As an INFJ, I am artistic, creative, intuitive, and caring. I excel when I can contribute to decisions that affect people. I work best in roles that align with my values and allow independence and creativity. I am strong in writing, psychology, design, marketing, counselling, and customer-focused work. My introversion is also a strength. I am reflective, comfortable working independently, and prefer depth over breadth. I think carefully before acting and enjoy roles that allow time for focused work. My intuition helps me make connections between ideas, see possibilities, and think creatively. I enjoy learning new	Despite my strengths, I have areas for development. As an INFJ with a Feeling preference, I sometimes avoid difficult people-related decisions because I do not want to hurt others. This can make assertiveness challenging. I also tend to take criticism personally, especially under stress. I may obsess over unimportant details, which affects my confidence. My Judging preference means I sometimes jump to conclusions or become closed-minded when seeking closure too quickly. I dislike unpredictability and may feel frustrated if I cannot finish tasks. I can feel uncomfortable in situations such as walking into a room full of people, being put on the spot, or making decisions without all the facts. These situations challenge my confidence. I also prefer creativity and intuition over practical tasks or detailed work. When forced to focus on impersonal details, I may feel unhappy or drained.

skills and solving challenging problems. I often work in bursts of energy and prefer the big picture over details. Finally, I am empathetic and emotionally intelligent. I understand how others feel and can build strong relationships over time.	
Opportunities	Threats
There are many opportunities for growth. The administrative, property, and customer-service sectors in London offer roles that match my strengths. My INFJ traits — empathy, intuition, creativity — are valuable in roles such as counselling, design, writing, marketing, and social work. Online training platforms provide opportunities to improve assertiveness, communication, CRM skills, and confidence. Personality tests and feedback from others help me understand myself better. My ability to observe how others respond to me creates opportunities for leadership and mentoring. My preference for meaningful work also guides me toward roles aligned with my values.	Competition in the job market is a potential threat, especially in administrative roles. My tendency to avoid conflict may make it harder to assert myself in competitive environments. My discomfort with uncertainty or incomplete information may lead to rushed decisions. Chaotic or unpredictable workplaces could affect my performance. Worrying too much about others' opinions may limit my career progression. If I prioritise harmony over self-interest, I may hesitate to take opportunities or voice ideas.

Evidence of Readiness

My academic achievements, including a master's degree in business communication & PR and ongoing CERTHE Business studies, demonstrate strong analytical and writing skills.

My work experience in hospitality, property administration, and customer service shows I can manage enquiries, support clients, organise tasks, and maintain professionalism.

Extracurricular activities such as chess, mahjong, horse riding, and creative writing demonstrate discipline, strategy, creativity, and focus.

Feedback from mentors highlights my reliability, empathy, and ability to learn quickly.

Short-Term Goals

- Improve assertiveness and confidence in difficult situations.
- Strengthen CRM and booking-system skills.
- Reduce over-checking and increase efficiency.
- Gain experience in a structured administrative role.

Long-Term Goals

- Progress into a senior administrative, office-management, or client-relations role.
- Work in an environment aligned with my INFJ values: meaningful, ethical, people-focused.
- Develop leadership skills and support others through mentoring or supervision.

Personal Development Plan

1. Improve Assertiveness

- **Actions:** Take communication and conflict-resolution courses.
- **Timeline:** Within 3 months.
- **Resources:** LinkedIn Learning, Coursera.
- **Measurement:** Increased confidence in handling difficult conversations.

2. Strengthen CRM Skills

- **Actions:** Complete CRM training (Salesforce, HubSpot).
- **Timeline:** 6 months.
- **Resources:** Free online tutorials, employer training.
- **Measurement:** Ability to use CRM independently.

3. Increase Efficiency

- **Actions:** Use digital calendars, prioritisation tools, and time-tracking.
- **Timeline:** Start immediately; review monthly.
- **Resources:** Trello, Outlook.
- **Measurement:** Reduce task completion time by 20%.

4. Gain Professional Experience

- **Actions:** Apply for administrative roles.
- **Timeline:** Apply within 4 weeks; secure role within 12 months.
- **Resources:** CV, job platforms.
- **Measurement:** Interviews, job offers, role progression.