

Job Title: Bookings Coordinator

Company: Hinch Property Management Ltd (Amersham)

Administrative/coordinating role within a dynamic office team of 12, in a Property Management company providing services of Inventories, Check Ins, Check Outs and Property Inspections in the lettings industry.

Benefits:

- Ongoing training and skill development
- Bonus based on performance and team sales
- Working in dynamic team, in a growing company with future career opportunities
- Employer contributed pension scheme available
- Team development and socials throughout year

Key Tasks & Deliverables:

- Organising an active work schedule on live system for jobs booked in by our clients
- Liaising and allocating work to our 30 subcontractors
- Liaising with clients regarding individual requirements/requests
- Maintaining company high customer service levels, developing client relationships
- Reporting to Operations Supervisor/manager
- Communicating with Bookings team with key information/updates

Essential Skills Required:

- Excellent **organisational skills**
- Good **customer facing skills**- confident, polite, patient and assertive
- **Diligent worth ethic** following set processes
- **Enthusiastic** to work in a team environment
- Computer literate: Microsoft Outlook, Word, Excel (Publisher preferable)
- Good local geographical knowledge preferred

Personal Attributes

- Excellent verbal communication
- A sharp intellect, with a challenging approach and “can-do” attitude
- Exceptional team player, practicing and encouraging an open environment where information and ideas are shared and innovative thinking is encouraged
- Resilient with a strong work ethic
- An excellent team player

Qualifications Required:

- 5 GCSE's Grades A - C inc Maths and English *preferred*
- Experience in office environment/organising role *preferred*

Job Details

Hours:

Monday 8.00am-5pm

Tuesday-Friday 9am-5.30pm (inc 1 hour lunch break)

Salary:

Competitive with bonuses

Holiday:

20 days (plus Bank Holidays) (increases per year)

Please email CV and short covering email to info@hinchpm.com