



Job Title: Administration Assistant

Location: Kilmarnock

This is a varied role working closely with the Facilities Manager.

The successful candidate will be responsible for:-

- Assisting with the management of a portfolio of residential properties;
- Assisting with the management of a portfolio of commercial properties;
- Ensure all buildings comply with current legislation;
- Negotiate any utility contracts;
- Negotiate maintenance contracts for each property;
- Organise and coordinate any repairs for properties;
- Provide administration support to the Facilities Manager.

The preferred candidate will have the following skills/attributes:-

- Excellent organisation skills;
- Ability to manage own workload;
- Ability to handle a range of situations;
- Ability to prioritise;
- Strong communication skills;
- IT experience in word, excel and outlook

Please send completed applications or CV's to vacancies@microtech-group.co.uk.

