



The University of Birmingham Guild of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.

Lettings Administrator

35.5 hours per week, 5 days per week

£19,303 per annum

Guild Lettings is the first point of call for students searching for private rented accommodation in the local area. Charging no fees and working only with accredited landlords, Guild Lettings offers a competitively priced let only and managed service.

The Lettings Administrator is responsible for providing administrative support to enable the successful delivery of lettings processes and procedures, which includes: management of the housing portfolio, property viewings, as well as the delivery of wider administrative support and related projects. You will also be responsible for ensuring administrative records are accurate and up-to-date, as well as providing administrative support and advice.

You will have experience of working within an administrative role, with previous responsibility for developing administrative systems and maintaining administrative records. You will also have experience of delivering projects and events, marketing, and working with a range of stakeholders.

With a strong understanding of customer care, you will be able to plan and prioritise your work effectively to meet the demands of the service. Knowledge of the student housing market would be an advantage.

Closing date and time for applications: - Tuesday 29th August 2017, noon.

For application packs please visit: <http://www.guildofstudents.com/about/your-union/workwithus>

or email: staffing@guild.bham.ac.uk



We'll make sure you get the best from Birmingham!

