

<b>Job Title</b>	Property Administrative Assistant		
<b>Job Number</b>		<b>Preparation date</b>	
<b>Grade (if known)</b>	4	<b>Revision date</b>	February 2021
<b>Directorate</b>	Borough Developments		
<b>Business Unit /Section</b>	Property Services		
<b>Responsible to (job title)</b>	Property Information Analyst		
<b>Responsible for total number of direct reports</b>	0	<b>Responsible for total number of staff managed</b>	0
<b>Main purpose of job</b>			
<p>The Council has a multi-faceted Commercial Property Portfolio with a value of circa £369m, primarily within the Borough of Basingstoke and Deane. This role is to provide administrative support to the Property Services team, in an efficient and timely manner, ensuring that all relevant systems, used by Property Services are accurate and kept up to date.</p>			
<b>Main responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Maintain the Property Services information systems and records held in electronic and manual forms, ensuring timely updating of records and accuracy of data.</li> <li>2. Provide support to the management of maintenance procurement, including the administration of raising purchase orders against specific budgets and the raising of goods received notices against matched invoices.</li> <li>3. Manage the document management process, maintaining accurate records of legal and other documentation, and liaising with other internal teams regarding the filing and retrieval of documents.</li> </ol>			
<b>Key tasks</b>			
<ol style="list-style-type: none"> <li>1. Ensure all records held outside the Deed Room are in accordance with the retention schedule and controlled in accordance with council policy.</li> <li>2. Raise purchase orders or goods received notices on Aptos, match work orders to invoices received and deal with the administration regarding the procurement of services and equipment.</li> <li>4. The administration of raising purchase orders against specific budgets and the raising of goods received notices against matched invoices.</li> <li>5. Input data and documents to the ProMIS system, as required by the MIS Manager.</li> <li>6. To assist in the co-ordination of FO requests, gathering appropriate information for approval and issue.</li> <li>7. Deal with enquiries relating to council ownership of land from both within and outside the council, including identifying ownerships on GIS records and ProMIS.</li> <li>8. Assist in the development of internal processes, step by step user guides and maintaining same.</li> <li>9. Manage and distribute/allocate, as appropriate, incoming post and e-mails received into the Property Services general inbox or via the Post Room.</li> </ol>			

10. Such other duties as may be specified by the Property Manager, Asset Managers and MIS Manager which are compatible with the responsibility levels of the post.

11. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation.

**Essential User**

No

**Special features and/or equipment**  
(anything 'out of the norm')

*This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.*