

Hackney

Organisation:	London Borough of Hackney capture
Department:	Strategic Property Services
Role title:	Commercial Estates Technical Officer
Purpose of placement:	To assist with clearing backlogs of works created by the Covid 19 pandemic and the recent cyber attack on the council's systems
Location/s:	A combination of face-to-face and virtual
Duration:	TBC
Start date:	Feb 2023
Total hours per week	25 hours
Working pattern	Flexible
Salary:	TBC
Who we are and what we do:	Strategic Property Services manage Hackney Council's commercial and VCS property portfolio, we also provide professional advice to other departments. We are involved in large property development projects and manage in the region of 400 commercial properties.
What you'll be doing:	<ul style="list-style-type: none"> • Responding to customer queries by telephone / email. • Raising purchase orders at the instruction of a surveyor in the team. • Occasionally you will be asked to attend a commercial property to grant access to a contractor, take metre readings or assist surveyors with viewings. • You will attend meetings and take minutes and record action points.
What you'll learn:	<ul style="list-style-type: none"> • Under the instruction of a surveyor you will be taught how to update various google sheet schedules. • You will become extremely competent at Administration • You will be taught Commercial property management skills, and you will eventually learn how to manage your own workload
What we are looking for:	<ul style="list-style-type: none"> • The ideal candidate will be a proactive, hard working, and reliable

	<ul style="list-style-type: none">• They will be someone who is keen to learn and expand the skills they already have• Further training can be provided, but an understanding of how Excel spreadsheets work will help you in this role
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