



Team Assistant Property

About us

National Housing Group (NHG) was founded in January 2020 to help tackle the housing shortage and the homelessness crisis in the U.K. Our focus is on working with individuals who often find it challenging to secure permanent housing. NHG acquires and develops property sustainably and to a high standard. Then, through the partnerships we have with organisations such as housing associations, councils and charities, we let the properties to those in need.

About the role

A team player with a flexible approach will be required. This new role will be a critical extension of the administration/operations team, yet give you the flexibility to make the role your own and develop alongside the business. Working collaboratively with the Head of Operations and NHG team to ensure smooth processes across all sides of the business.

In this role you will

- Effectively coordinate the diaries of the directors and wider team.
- Manage general enquiries inbox and voicemail.
- Send out weekly communications to the team ahead of meetings and collate information.
- Liaise with the office manager to ensure the team have everything required.
- Effectively manage the online filing system and ensure all documents are accessible and up to date.
- Provide administrative support for new acquisitions and property sales.
- Being the point of contact for clients via telephone, email and face to face.
- Provide client communication as required and attend client on-line or in-person meetings.
- Assist the Head of Operations with any overflow administrative tasks.

About you

- Google Suite proficient.
- You will be flexible and approachable, with an interest in learning different areas of the business.
- You know the value of empathy and understanding for the needs of clients and colleagues.
- A team worker demonstrating trust, respect, integrity and a positive attitude.
- Experience working in the property sector with housing authorities or public sector would be advantageous

Remuneration

We offer a highly competitive salary between £18k - £23k, dependent on experience and a generous benefits package including:

- Private medical insurance
- Employer pension contribution
- 25 days of holiday, plus bank holidays
- Cycle to work scheme, retail vouchers, gym discounts and more.