

JOB SUMMARY - ASSISTANT PROPERTY TECHNICIAN

Assistant Property Technicians provide an important role in the administration of our SIPPs. There are a range of important tasks in the operation of SIPPs which Assistant Property Technicians handle. They act as a point of contact on certain property technical issues and are responsible for providing a quality service to our clients in respect of property lease work (including new leases, renewal leases, lease alienation etc) and disposals (both sales and in-specie transfers out).

The ideal candidate would have proven experience of working for a SSAS/SIPP provider in a similar role or alternatively have a background in commercial property law. Knowledge, skills and experience will be assessed on joining and gaps will be identified so that suitable training can be given.

The position and duties will include, but not limited to:

- Processing of clients instructions and any task activity accurately and to the service standards set by the Company, at all times maintaining confidentiality and demonstrating discretion.
- Providing input on technical issues, attending clients meetings where required.
- Building good relationships with clients and business introducers.
- Where relevant and appropriate, informing Account Managers, clients and financial intermediaries of specific matters or issues affecting their schemes and property investments, especially actual or potential problems.
- Ensuring that client deadlines, all internally agreed key performance indicators, service standards and regulatory reporting requirements are met.
- To fulfil any other reasonable requirement of the department or Curtis Banks
- Proactively identifies risk within the department and escalates concerns to Team Leader.

The applicants must possess a high degree of interpersonal skills and be able to prioritise workloads on a daily basis to accord with the Company's service levels.

This is a full time vacancy. Office hours are 9.00am - 5.30pm Monday to Thursday, 9.00am - 5.00pm Friday.

Start date: Immediately

Duration: Permanent.

Salary: Negotiable dependant on experience.

Location: Bristol, Temple Quay

Person specification: A full Job Description is available on request.

All candidates will be asked to confirm their eligibility to work in the UK at interview stage, and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to – recruit@curtisbanks.co.uk