

<https://weaverrose.uk/job/branch-administrator/>

Branch Adminstrator

Description

We are now recruiting for a confident and highly-motivated Branch Administrator for our West London office. The ideal candidate will be based locally and possess good area knowledge.

The role will involve administering all tenancies that are processed, compliance with necessary industry regulations, competent in use of I.T. systems, qualifying potential tenants, identifying their needs and matching their requirements to suitable properties and delivering the highest levels of customer service to our landlords and prospective tenants.

We are looking for an individual who enjoys meeting people, is good on the phone and thrives when working in a target driven and fast-paced environment.

Experience in residential lettings and admiministration is advantageous but not essential. The successful candidate must be able to multi-task and work well under pressure; have a professional work ethic, excellent telephone manner and be of smart appearance.

You must hold a full UK/EU driving licence and have access to your own vehicle.

The hours of work will be from 9am to 7pm Monday-Thursday, 9am to 6pm Fridays and 9am to 5pm alternate Saturdays.

If you have the drive, desire, motivation and commitment to succeed in a challenging environment, apply now by completing the application form below:

Duration of employment

Full-Time

Job Location

Weaver Rose Estate Agents, 426 Greenford Road, Middlesex, UB6 8SG

Working Hours

9am to 7pm Monday-Friday and 10am to 4pm alternate Saturdays

Date posted

01/01/2026