

Job Title: Admin Assistant
Vacancy: Part-time Permanent
Hours: Monday, Wednesday and Friday 9.00 – 5.00 pm
Location: Lisburn Road
Salary: Competitive
Reports to: Senior Administrator / Branch Manager

Established back in 1994, Templeton Robinson is the leading residential estate agency practice in the province with 4 branches in the Greater Belfast area.

Job Summary:

We are seeking a motivated and detail-oriented Administrator to join our busy estate agency office. The ideal candidate will have excellent organizational skills, a professional attitude, and the ability to multitask in a fast-paced environment. As an Administrator, you will support the daily operations of the office, providing administrative assistance to the sales and lettings departments and uploading social media content.

Key Responsibilities:

- **Office Administration:**
 - Inputting Data for brochure production and web site/social media portals
 - Maintain and organize filing systems, both paper-based and electronic, ensuring confidentiality and ease of access.
 - Assist with the preparation of property details, marketing materials, and online listings (e.g., Templeton Robinson website/Property Pal/Property News/Homes NI).
- **Data Entry & Database Management:**
 - Update and maintain the Edge system with client and property information.
 - Ensure accurate and timely data entry to support the sales and lettings teams.
- **Compliance & Legal Support:**
 - Assist with ensuring compliance with AML regulations.
 - Assist with audits and internal checks to ensure all procedures and documentation are in line with regulatory requirements.

Key Skills and Qualifications:

- **Experience:**
 - Previous experience in an office administration role, preferably within the property or estate agency industry.
 - Knowledge of sales processes is an advantage but not required.
- **Skills:**
 - Strong organizational and time-management skills with the ability to prioritize tasks effectively.
 - Excellent verbal and written communication skills.
 - High level of attention to detail and accuracy in documentation.
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

Additional Information:

- **Working Hours:** Part-time, Monday, Wednesday and Friday (9.00-5.00) (with the possibility of flexibility/working extra hours if required).

How to Apply:

Please complete the application form and email to lisanesbitt@templetonrobinson.com with a short covering letter/email outlining how you feel you meet the criteria.

Application for Employment

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Job Reference Number: Applicant Reference Number:

Position applied for:

How did you hear of this vacancy? (include date)

A. PERSONAL PARTICULARS

Full Name: Mr/Ms/Mrs/Miss	
Address:	Telephone Number (including STD Code) Home: Mobile: Business: (Tick box if you do not want to be contacted at work). <input type="checkbox"/>
e-mail address:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.
N.I. Number:	Do you have the right to work in the United Kingdom? Yes/No

B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	From	To		

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University/College/ Institute Attended	Dates		Subjects Studied Type of Training	Qualifications Obtained
	From	To		

PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so, which:

C. EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked during the last 20 years:

Name(s) and Address(es) of Employer(s)	Dates		Position Held/ Main Duties	Starting/ Leaving Salary	Reason for Leaving
	From	To			

D. SUPPLEMENTARY INFORMATION

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment. (Continue on separate sheet if necessary).

Please give dates of any holidays arranged:

Are you currently subject to any contractual "restraints of trade" clauses? Yes / No

If Yes, please give further information:

Do you have any commitments which might limit your working hours? Yes / No

If Yes, please give details:

Are you willing to work overtime and weekends when required? Yes / No

Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Legislation). Yes / No

If Yes, please give further information:

Salary Range Expected:

How much notice are you required to give to leave your present employment?

Have you worked for us before? Yes / No

If Yes, give details of reason for leaving:

Please list your interests, sports, hobbies, etc.

Do you have a current full driving licence? Yes / No

Does your licence have any current endorsements? Yes / No

If Yes, please give further information:

Number of days sickness in the last 12 month period?

E. REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes / No

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

Name, Position, Address and Telephone Number	Name, Position, Address and Telephone Number

DECLARATION OF APPLICANT

I confirm that the above information is correct.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: _____ Dated: _____

FOR OFFICE USE ONLY

INTERVIEW RECORD

Interviewed by: _____	Date: _____		
Comments/Areas to Examine: 			
Decision: _____	Reject <input type="checkbox"/>	Further Interview <input type="checkbox"/>	Accept <input type="checkbox"/>
(Tick as applicable)			
Interviewer's report and reasons for decision: 			
Rejection letter sent:			Yes / No

APPOINTMENT RECORD (To be completed where there has been an offer of employment).

CONDITIONAL OFFER LETTER Date sent: Response: Acceptance/Refusal/No reply	REQUESTS FOR REFERENCES Date sent: Response: Good/Satisfactory/No Reply/Suspect/Unsuitable
MEDICAL/MEDICAL REPORT Date sent: Response: Good/Satisfactory/Suspect/Unsuitable	RIGHT TO WORK IN U.K. Appropriate documentary evidence checked.
Starting Date: _____ Grade: _____ Starting Salary: _____	Job Title: _____ Personnel/Clock Number: _____

Statement of Community Affiliation

Applicant Reference Number

The section below asks you to provide information on your community affiliation and gender. We wish to explain why.

We are fair employers. We practice equality of opportunity in employment. We do not discriminate on the grounds of religious belief, gender, political opinion or on any other grounds whatsoever. Most important of all we operate the merit principle, i.e. we select the best person for the job, or promotion/training opportunity.

We wish to show that we are fair employers. We wish to demonstrate - clearly and openly - our commitment to equality of opportunity in employment. We are also now required by law to submit an annual report to the Equality Commission.

To do so we need to monitor the community affiliation and gender of our employees and job applicants and so we are asking you to assist us to do so by indicating which community you belong to and your gender.

This sheet will be held separately by the Organisation and the information on it will NOT be available to staff carrying out recruitment for the position(s) in hand.

1. Please indicate which community you belong to by ringing the appropriate answer below:
Protestant Roman Catholic Neither Protestant nor Roman Catholic
2. Please indicate your gender by ringing as appropriate: Male Female

All information that you supply will be treated in the strictest confidence and protected from misuse.

It will be used for the purpose of monitoring our Equal Opportunity Policy and the completion of our annual return to the Equality Commission. Please note that it is a criminal offence to supply false or misleading information for monitoring purposes.

When you have completed this statement please put it in the envelope provided and return it with your application form. Please DO NOT put your name anywhere on this form.

Thank you for your co-operation.