



**D2 REAL
ESTATE**

Local Market Experts
with a Global Mindset

D2 Real Estate

Job Title: Office Administrator

Location: Jersey (4th Floor, Conway House, 7-9 Conway Street, St Helier, JE2 3NT)

Employment: Permanent

Salary: Negotiable

D2 Real Estate is the Channel Islands' leading commercial real estate advisor, with over £800m of commercial property under management. Seven years on from our formation, D2 Real Estate has changed the landscape of commercial property management in the Channel Islands. We have achieved this through a relentless focus on attracting the region's very best assets, by investing in our people, and by delivering consistently excellent service to our clients.

D2 has the advantage of operating as an independent company but retains an alliance with our previous parent organisation BNP Paribas, the world's eighth largest bank. Our extensive suite of services includes property development and investment advice, commercial property leasing, property management, valuations, lease advisory, consultancy, and research.

To help us continue the exponential growth we're looking for an outstanding Office Administrator.

D2's culture:

We are a forward thinking, highly professional company where integrity matters and everyone has the right to speak up and challenge. We "play to win" and do this through teamwork and supporting each other.

About the role

Reporting directly to Head of Finance we are seeking a diligent, highly organised, IT literate candidate. As well as running the office, helping with administrative duties for our property management team, financial data inputting and assisting with ad hoc marketing initiatives are also essential.

This is an extremely varied role, where you will need to use your own initiative, albeit with the support of the wider team. Coming up with new ideas on ways to improve our systems, processes and events are encouraged.

Although you will primarily be based in Jersey, we have offices in both Jersey and Guernsey which you will be responsible for running, so some occasional travel will be required.

Our clients and our team are busy people, we therefore expect efficiency and a best-in-class service. In return the successful candidate will be rewarded with a competitive salary, extensive benefits, and excellent opportunities for career development within our growing business.

We are an openly and proudly values-led organisation. We ask that all our team understand, embrace, and live by our core behaviours, which are integrity, teamwork and professionalism.

Key role requirements

- Responsible for running our offices in both Jersey and Guernsey
- Data inputting for the finance team
- Liaise with our marketing team and issue articles on LinkedIn/social media. Maintain our website and occasionally help in the preparation of sales details.



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- Assist our surveyors in the property and facilities management department. This will primarily be data inputting and ensuring our databases are up to date (contact details etc)
- Maintain and update filing, inventory, archiving and database systems.
- Technical support for converting reports and plans to pdf's.
- Answer telephones, direct calls and take messages.
- Sorting and monitoring the accounts email inbox (which includes invoices) and email enquiries.
- Address employees' queries regarding office management issues (e.g. stationery, hardware)
- Inventory and order materials, supplies, and services.
- General administration i.e. making travel arrangements, processing expenses, preparing meeting agendas, recording minutes, run errands.
- Complete work schedules, manage calendars and arrange appointments.
- Run KYC checks and prepare risk assessments forms.
- Coordinate with IT department on all office equipment.

About you:

- An outgoing, personable "team player".
- Highly Organised.
- Attention to detail.
- Ability to problem solve and use "initiative".
- Excellent Communication Skills.
- IT literate.
- Good working knowledge of Outlook, Excel, Word, PowerPoint & Internet. Ideally a working knowledge of adobe or other design software.
- Educated to A level or equivalent.
- Flexible and methodical approach to tasks and ability to meet deadlines.
- 5 years residency.

At D2 we're particularly interested in attitude, commitment, and an inquiring mind.

A few other important things

You'll need to adhere to all policies, procedures and regulations including those around anti-money laundering, terrorist financing and conflicts of interest.