LULWORTH

DORSET

About Lulworth Estate

Home to one of the most iconic stretches of England's Jurassic Coast, the Lulworth Estate encompasses breathtaking natural landscapes, remarkable geology, built heritage, and a thriving rural community. From the dramatic limestone arch of Durdle Door to the grandeur of Lulworth Castle, Lulworth welcomes over one million visitors each year.

The Role

We are seeking a highly organised and proactive Property Administrator to support the effective management of our diverse property portfolio, including residential, commercial and agricultural occupancies.

This role is vital in ensuring high quality service to tenants, smooth operation of property processes and efficient coordination across estate teams, contractors and stakeholders.

The Property Administrator will assist with day-to-day administration, tenancy support, property compliance and communication, playing a key part in maintaining the Estate's longstanding reputation for excellent stewardship and community engagement.

Key Responsibilities

- Provide all administration support for the Property Manager, Rural Surveyor and Director of Built Environment.
- Support tenant onboarding and exit processes, including preparing and issuing tenancy documentation, carrying out reference checks, arranging inventories, utilities, EPCs and deposit handling.
- Maintain accurate tenancy records and property files in line with legal and estate requirements and support the lettings process by coordinating viewings and handling enquiries.
- Log and track reactive maintenance requests, ensuring timely updates to tenants, alongside liaising with contractors and in house teams to schedule works and obtain quotes.
- Support the Estate's commitment to high property standards and responsible management practices by updating compliance logs, tracking renewal dates for certificates and inspections.

Property Administrator

Location: Lulworth Estate

Contract: Permanent

Core Hours: Monday – Friday 35 hours per week

Competitive Salary + Benefits

Reporting to: Property Manager, Director of Built Environment

- Assist with rent processing, arrears tracking and producing reports as well as handling general correspondence, maintaining databases and ensuring document accuracy**.**

- Act as a first point of contact for incoming queries, coordinate estate-wide communications relating to our properties and build positive relationships with tenants, contractors, internal estate teams and the local community.

About You

We are looking for applicants who are professional, approachable and tenant-focused, able to be proactive and solution oriented whilst maintaining the utmost discretion and confidentiality. You will be comfortable working independently as well as being a strong team player with a collaborative mindset.

Essential skills and experience:

- Strong administrative experience, ideally within property, estates, lettings or facilities management.

- Excellent organisational skills with a high level of accuracy and attention to detail.

- Good communication and customer service skills, with the ability to manage multiple tasks and priorities effectively.

- Proficient IT skills (Microsoft Office Suite, property management software).

- Understanding of property compliance and tenancy processes.

Desirable:

- Experience working within a rural estate or heritage environment.

- Knowledge of Landlord and Tenant legislation and property maintenance cycles.

Why Join Us?

This is more than a job - it's an opportunity to be part of an historic, diverse and environmentally significant estate. You'll be part of a passionate team, working in one of the most stunning settings with a competitive salary and benefits package and the opportunity for further professional development.

How to Apply?

To apply, please send a CV and a covering letter detailing your suitability for the role to recruitment@lulworth.com

Closing date: 25th January 2026