

RICHSTONE

EXCLUSIVE PROPERTY

Offices in SW15 | www.richstone.co.uk

Richstone Properties is a multi-Award-winning private developer, owner and operator of bespoke high-end Residential properties with interests in the UK, primarily in SW London, France and Mauritius.

The team at Richstone is professional, passionate about property, and great team-workers who take personal accountability for their contribution to the success of the business. The culture is entrepreneurial, open and direct, energetic, and where everyone pulls together to achieve great results.

A niche, luxury London developer, Richstone Properties have over 20 years' experience within the housebuilding industry, with a reputation for creating environmentally friendly, classic and contemporary homes in the most desirable locations, whether in the UK or abroad.

Due to continued growth, the 30-strong family-run company are looking for an:

OVERSEAS PROPERTY ASSISTANT (FRENCH SPEAKING)

The Overseas Property Assistant will be based in south west London and will be expected to travel to overseas properties, as directed, and will be tasked with three core areas of responsibility: the operation and maintenance of the property, including management of the property 'bible'; be the point of contact for service delivery aspects of the property, including catering, house staff, cleaners, special events subcontractors, etc., and; managing the customer leads generated by the website.

The ideal candidate will:

- Be fluent in both English and French
- Be educated to degree level
- Be a confident and proactive team player
- Be willing to undertake a range of activities, including but not limited to:
 - General administrative support to Head of Overseas Property
 - Maintenance of Property Management and Specification Schedule to include all existing and new information relevant to each overseas property
 - Management of the day-to-day remedial, operational and maintenance issues, including obtaining competitive quotes, gaining approvals from the Directors and ensuring works are carried out to time, cost and quality targets.
 - Establishing and maintaining good working relationships with existing and new contractors, service suppliers and agents
 - Managing financial information, to include checking of invoices against works carried out and dealing with queries with contractors, suppliers and service providers
 - Managing website generated enquiries, providing all information necessary to prospective customers and maintain the booking diaries for overseas properties, where applicable
 - Acting as point of contact for all overseas service staff, including chefs, stewards, butlers, cleaners, gardeners etc. and address issues raised in a timely and cost-effective manner.
 - To oversee special events such as Press Weekends and promotional events, and manage the subcontractors involved
 - Developing relationships with current and potential agents and other new contacts within the relevant market, and ensure any new promotional or other information is communicated, to support development of the brand and maximization of revenue

All administration must be completed in both French and English as required.

Ready and willing to take up the challenges and rewards of contributing to the growth of Richstone, you will be able to work across teams and be confident and accountable for delivering quality work.



Please send your current CV, and salary details to Genevieve Lawrie at genevieve@richstoneproperties.co.uk