



**RUTHIE TAYLOR**  
Senior Property Administrator  
Property Management Department

01273 876249  
[rtaylor@shw.co.uk](mailto:rtaylor@shw.co.uk)



## **Profile**

Ruthie joined SHW in November 2014. With extensive experience acquired from her role as a PA/secretary to a local surveyor over a number of years, Ruthie has also trained and worked as a plumber, gaining practical knowledge that is an invaluable asset in her current position.

Ruthie's current role as Senior Property Management Administrator for the Brighton Property Management department involves assisting with the oversight of an extensive portfolio of commercial properties as well as responsibility for the Stiles Harold Williams' Brighton office itself.

## ***Project Experience***

- Drawing up service charge budgets and reconciling year-end accounts
- Carrying out property inspections
- Maintaining Health & Safety standards for the Brighton property portfolio
- Responding to tenant queries
- Apportioning charges to tenants
- Instructing contractors and monitoring progress

## ***Employment History with SHW***

*Joined SHW, 2014*  
*Senior Property Management Administrator, 2017*

*Date: April 2017©*