



JOB ADVERT - Details

Company:	Burns Hamilton
Role title:	Property Manager (block management)
Internal Reference Number:	PMJan20
Closing date:	31 st January 2020
Salary:	Dependant on qualification and experience
Working Hours:	Monday to Friday (usual office hours and some evening meetings where required).
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Bournemouth
Contact details for applications:	Caroline Kelleway or Simon Martin on 01202 391663 or by email simon.martin@burnshamilton.co.uk
Role description:	<p>Burns Hamilton have an exciting opportunity for an experienced Property Manager to join the team.</p> <p>Ideally, we are looking for a minimum of 2-3 years' experience in the block management sector, along with the right attitude and a passion for the industry and continued growth of the business.</p> <p>The role will involve budgeting, reviewing service charge accounts, carrying out site inspections, arranging and attending AGMs and Board Meetings, ensuring compliance with regulations, arranging major works, coordination of general repairs, helping to arrange insurance and of course delivering an exceptionally high level of customer service.</p>

	<p>Communication with our customers and clients is at the heart of what we do and therefore excellent communication skills and the right personality for the role are just as important as qualifications and experience.</p> <p>A competitive salary, generous holiday entitlement and fantastic working conditions are on offer for the right person. Property Managers have full support of administration and accounts staff in the office which helps to streamline the role and this, combined with our specialist computer software ensures that Property Managers can do just that ... manage the properties.</p> <p>If you would like to discuss the role or be considered for interview please forward your CV to Simon Martin in the first instance.</p>
Company website (optional):	www.burnshamilton.co.uk