

## JOB ADVERT - Details



<b>Company:</b>	Abbatt Property Recruitment
<b>Role title:</b>	Development Manager
<b>Internal Reference Number:</b>	040
<b>Closing date:</b>	
<b>Salary:</b>	£47,000 - £50,000 per annum (depending on experience)
<b>Working Hours:</b>	Monday - Friday, 9am - 5.30pm, plus occasional evening meetings
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Docklands, London
<b>Contact details for applications:</b>	James.mackenzie@abbatt.co.uk
<b>Role description:</b>	<p>We are looking for a Development Manager for a large site in South Quay, consisting of around 350 residential units.</p> <p>As a Development Manager, you will manage the Development and its employees, overseeing the day-to-day operations and ensuring that all services and activities are carried out efficiently. In addition, you will be responsible for developing and maintaining effective working relationships with all stakeholders and will lead on the delivery of excellent customer service to all residents and guests.</p> <p><b>Key responsibilities:</b></p>

- Manage on-site staff, overseeing the day-to-day matters of the Development, ensuring that high standards of quality customer service are maintained for residents and guests, and that all matters are handled in a prompt and professional manner
- Manage petty cash accounts for the site, ensuring that records and documentation are up to date
- Ensure Health & Safety regulations are adhered to and carry out the required Health & Safety inspections and activities to assist in keeping the Development and workplace a safe environment for all
- Develop employees, fostering an environment of learning, continuous improvement and maximisation of performance

**About you:**

We are looking for someone who is highly motivated, experienced and in a similar role at present. As Development Manager, you will be involved in all aspects of the smooth running of the site meaning that excellent customer service, the upmost professionalism and a high attention to detail is key. You will also have:

- Membership of IRPM/ AssocRICS, or willingness and ability to obtain within first year of employment
- Experience in a supervisory or managerial role in a high end customer service establishment
- Some experience in project management and the ability to deliver within required time scales
- Knowledge of relevant Landlord and Tenant Act, RICS and ARMA guidelines, regulations and procedures
- Demonstrated experience understanding, interpreting and preparing complex reports and plans (e.g. financial reports, budgeting, works scheduling, workload allocation, performance planning)

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Apply with your CV today

	Unfortunately, if you have not heard back from us within two weeks it is unlikely that you have been successful on this occasion.
<b>Company website (optional):</b>	<a href="http://www.abbatt.co.uk/job-search/job-details/?id=development-manager-284931">http://www.abbatt.co.uk/job-search/job-details/?id=development-manager-284931</a>