

**JOB ADVERT - Details**



<b>Company:</b>	Abbatt Property Recruitment
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	039
<b>Closing date:</b>	
<b>Salary:</b>	£30,000 - £40,000 per annum
<b>Working Hours:</b>	
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Central London
<b>Contact details for applications:</b>	Cate.somerville@abbatt.co.uk
<b>Role description:</b>	<p>A prestigious firm of chartered surveyors are looking for a block manager to join their growing team and run a Central London based portfolio of residential and mixed-use buildings.</p> <p>This is a fantastic opportunity for an experienced block manager to join a progressive firm of chartered surveyors with opportunity for the right person to become fully RICS qualified should they wish.</p> <p>Our client can offer excellent training programmes and the chance to progress in a rapidly growing department that is going from strength-to-strength.</p> <p><b>Key Responsibilities</b></p> <p>The production and monitoring of service charge budgets and reserves</p> <ul style="list-style-type: none"> <li>• Client reporting and creating management reports</li> <li>• Monitoring and controlling arrears</li> <li>• Regular and clear communication with tenants</li> <li>• Instruct and oversee routine maintenance</li> <li>• Ensure all buildings meet current health and safety standards</li> </ul>

	<ul style="list-style-type: none"> <li>• Attending client AGMs, sometimes out of hours</li> </ul> <p><b>About You</b></p> <p>We're looking for someone with previous experience within residential block management, 3 years minimum, and qualifications such as AIRPM or AssocRICS would be beneficial.</p> <p>You'll have a positive attitude with a willingness to go above and beyond, excellent communication skills and be able to compose yourself in a calm and professional manner.</p> <p>Apply with your CV today.</p> <p>Unfortunately, if you've not heard from us within two weeks, please assume your application has not been successful on this occasion.</p>
<p><b>Company website (optional):</b></p>	<p><a href="https://www.abbatt.co.uk/job-search/job-details/?id=property-manager-350366">https://www.abbatt.co.uk/job-search/job-details/?id=property-manager-350366</a></p>