

JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Estate Manager
Internal Reference Number:	041
Closing date:	
Salary:	Up to £30,000 per annum
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	City
Contact details for applications:	laurence.jarvis@abbatt.co.uk
Role description:	<p>We are looking for an Estate Manager to look after a classic residential Estate in the City (W14).</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist and support the Board of Directors and Managing Agents. • Attend meetings with the Works Committee and Managing Agent and contribute to plans for future. • Liaise with Landlords when their Tenants have broken the rules and deal with any nuisance that may affect residents. • Assist residents with reasonable requests, particularly regarding heating and other plumbing issues and follow-up enquires. • General administration. • Provide motivation, direction and support to the staff team and contractors. • Daily inspection of all common-parts of the development. Replace lamps where required. Ensure all rubbish is removed, fire escapes kept clear and that lifts are fully functional at all times.

	<p>About You</p> <p>A background in managing buildings and people is essential. Residential experience - advantageous.</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>Company website (optional):</p>	<p>https://www.abbatt.co.uk/job-search/job-details/?id=estate-manager-350467</p>