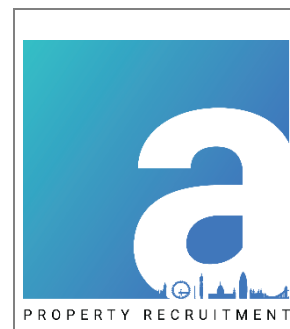


JOB ADVERT - Details



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|---|---|
| Company: | Abbatt Property Recruitment |
| Role title: | Property Manager |
| Internal Reference Number: | 51 |
| Closing date: | |
| Salary: | Up to £25,000 per annum |
| Working Hours: | |
| Temporary / Fixed Term / Permanent contract: | Permanent |
| Location: | Marylebone, West Central |
| Contact details for applications: | Laurence.jarvis@abbatt.co.uk |
| Role description: | <p>Our client is looking for a Property Manager to take care of their portfolio of high-end residential properties (circa 50 properties).</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> * Booking and attending property inspections * Deposit scheme administration & managing refunds * Booking in inventories & check in's / check outs * Gas safety inspections / EPC's * Landlord contents insurance claims * Key management daily/weekly audits * Contractor liaison / work orders * Utility accounts * Issuing notices and tenant / landlord correspondence |

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|------------------------------------|---|
| | <ul style="list-style-type: none"> * Processing Deductions on their system * Dealing with Maintenance queries * Ad hoc office management and administration duties, some PA style duties * Managing Airbnb or short lets <p>About You</p> <p>We are looking for someone with a hardworking, open minded attitude who is willing to learn. 1 + year experience within property management is preferred. You will also:</p> <ul style="list-style-type: none"> * Be IT literate * Have excellent communication skills * Be well presented <p>Hours of work: Monday to Friday 9am to 6pm (will have the emergency mobile for out of office maintenance)</p> <p>Location: Marylebone</p> <p>Salary: Circa £25k</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=property-manager-384597</p> |