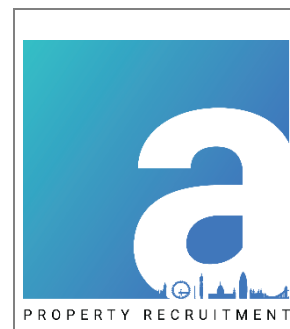


JOB ADVERT - Details



Company:	Abbatt Property Recruitment
Role title:	Resident Estate Manager + 1 bedroom flat
Internal Reference Number:	52
Closing date:	
Salary:	Up to £19,000 per annum + 1 bedroom flat
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Southend-On-Sea, Essex
Contact details for applications:	laurence.jarvis@abbatt.co.uk
Role description:	<p>Are you looking to site manage a flagship estate in Essex comprising of residential properties set within attractive grounds?</p> <p>We are looking for someone with a background in hands-on working, with strong customer service skills, contractor management experience and the ability to self-supervise. This is not a desk job! The successful candidate will take pride in ensuring the Development looks fantastic at all times. You will be a highly motivated individual, highly efficient and able to deal with residents' queries professionally and promptly.</p> <p>This is a great opportunity with on-site residential accommodation in a one bedroom flat, including Council Tax and all utilities paid.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Act as point of contact for any contractors attending the property during your shift and oversee the works being carried out • Instruct contractors in the event of any minor building or grounds issues that are either raised by residents or identified during security patrols

	<ul style="list-style-type: none"> • Ensure all incidents, accidents, near misses and maintenance visits are reported to the appropriate person • Ensure compliance with Fire Safety regulations • Question the owners of any unauthorized vehicles that are parked onsite • Conduct random security patrols at least two times per day • Deal with all insurance claims and to keep the managing agent up to date in this respect • Assist the Property Manager in actioning all health and safety hazards as recommended by the assessor • Ensure all legal, health and safety and fire safety signage is displayed and accurate • Be on call and assist with any emergencies that occur out of normal office <p>About You</p> <p>To be ideal for this role you will enjoy working inside and outside in the delightful but changeable English weather, be used to physically demanding work, demonstrate good decision-making skills and have a desire to consistently provide a high standard of customer service. You must have good communication skills as you will be interacting with colleagues (mainly over the telephone) as well as residents on a daily basis. Also important:</p> <ul style="list-style-type: none"> • Be of a practical nature with a background in either gardening or maintenance field, such as plumbing, fencing, small works, building or other suitable • Have contractor management experience and sharp eye for detail essential • Have a good understanding of Health and Safety processes • Have GCSE in English and Maths (or equivalent) • Have good knowledge of IT including email <p>Hours: Full time, Permanent, Monday to Friday and Saturday morning - 40 hours with flexibility to work additional hours to deal with or assist with an emergency (time off in lieu).</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>
Company website (optional):	https://www.abbatt.co.uk/job-search/job-details/?id=resident-estate-manager-plus-flat-391366