

JOB ADVERT - Details

Company:	Advance TRS
Role title:	Property Manager
Internal Reference Number:	PM-H1554
Closing date:	N/A
Salary:	£25,000-£35,000 (depending on experience) + benefits
Working Hours:	Monday to Friday, 9am-5:30pm
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Hertfordshire
Contact details for applications:	Alan Durrant – 01483361061 / 07557364088
Role description:	<p>Role: Property Manager (Residential Block & Estate Management) Location: Hertfordshire Package: £25,000-£35,000 (depending on experience) + benefits</p> <p>Client Overview</p> <p>My client are an established and fast growing property group that has 7 businesses operating in the management of 50,000 units across the UK. They are already offering a premium service to their existing clients and have firm relationships with established developers. To support the growth of the group they are looking to add a further Property Manager to their team in Hertforshire to manage a portfolio of residential blocks and estates. The successful applicant will be supported by the</p>

	<p>internal and external team to ensure that the service delivery is kept to a high level.</p> <p>Please see the key duties outlined below.</p> <p>Key Duties</p> <ul style="list-style-type: none"> * Responsibility for a designated block management portfolio * Ensuring delivery of service concurs with quality assurance procedures, ARMA codes and good practice generally * Undertake regular site inspections to identify repairs that are required and taking the appropriate action * Preparation of service charge budgets * Administer block insurance claims * Liaise with the credit control department to ensure effective debt management of the portfolio * Manage contractors in order to carry out repairs and maintenance * Preparing the relevant notices and managing the Section 20 consultation process * Arranging health, safety and fire risk assessments and reviewing the report and taking all the necessary measures to ensure that all the statutory regulations are adhered to * Handle applications for licence to alter and share transfers * Liaise with lessees and RMC directors in a polite and efficient manner
<p>Company website (optional):</p>	