



JOB ADVERT - Details

Company:	BBL Property Recruitment
Role title:	Assistant Property Manager - London
Internal Reference Number:	
Closing date:	
Salary:	£23k
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	SW London
Contact details for applications:	Rhys Townsend RhysT@bblproperty.co.uk 0208 514 9113
Role description:	<p>My client is a long established, well regarded firm of managing agents overseeing a number of flagship new build and historic blocks and estates across Prime and Central London.</p> <p>In order to provide their residents, RMC director and Freeholder clients the best possible service and response times, an Assistant Property Manager / Property Administrator is required to work within their dedicated property management team undertaking the following support duties (whilst training to become a Property Manager in their own right):</p> <ul style="list-style-type: none"> • Responding to calls, emails and letters from residents • Updating in-house records using in-house system (QUBE – previous experience of which is useful but not essential) • Processing insurance claims • Arranging contractors attendance on site and processing their invoices thereafter

	<ul style="list-style-type: none"> • Any other Ad Hoc tasks as directed by the property management team <p>Working out of an SW London office base you will enjoy a varied workload, receive ongoing training so as to progress to property manager status and work Monday to Friday 9.15am to 5.30pm with an hour for lunch.</p> <p>Attitude, organisation, willing and customer focus are as important as previous block management experience, so those from related backgrounds with the right personal traits are of equal interest for interview.</p> <p>Remuneration starts at £23k rising to £24k after probation.</p> <p>For more information please send your CV to Rhys Townsend – RhysT@bblproperty.co.uk or call 0208 514 9113</p>
<p>Company website (optional):</p>	<p>www.bblproperty.co.uk</p>