



## JOB ADVERT - Details

<b>Company:</b>	BBL Property Recruitment
<b>Role title:</b>	Property Manager - Bracknell
<b>Internal Reference Number:</b>	
<b>Closing date:</b>	
<b>Salary:</b>	£34k - £38k
<b>Working Hours:</b>	
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Bracknell
<b>Contact details for applications:</b>	Rhys Townsend   RhysT@bblproperty.co.uk   0208 514 9113
<b>Role description:</b>	<p>Our client is one of the UKs leading providers of property management services who look after residential, mixed-use and commercial developments from local offices spread Nationally.</p> <p>They currently require an experienced property manager / block manager to oversee a mixed use portfolio of residential blocks of flats located in Bracknell and surrounding areas.</p> <p>The successful residential property manager will ideally have experience in dealing with : - The setting of service charge budgets, Issuing section 20 notices, Major works management, Chairing AGM's, Carrying out site inspections, Daily liaising with leaseholders, Dealing with maintenance issues and experience in using QUBE.</p>

	<p>Ideally you will be IRPM qualified (although not essential), polite and well mannered.</p> <p>Salary will be £34k - £38k and other benefits after probation.</p> <p>For more information please send your CV to Rhys Townsend – RhysT@bblproperty.co.uk or call 0208 514 9113</p>
<b>Company website (optional):</b>	<a href="http://www.bblproperty.co.uk">www.bblproperty.co.uk</a>