



JOB ADVERT - Details

Company:	BBL Property Recruitment
Role title:	Property Manager - Eastbourne
Internal Reference Number:	
Closing date:	
Salary:	Up to £32k + Car
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Eastbourne
Contact details for applications:	Rhys Townsend RhysT@bblproperty.co.uk 0208 514 9113
Role description:	<p>Our client is an independently owned, specialist managing agents who operate predominantly throughout the Sussex, Surrey and Kent areas.</p> <p>Priding themselves on the “personal touch” service they provide to their clients they are keen to grow this further and as such require a property manager / block manager to join the team.</p> <p>Ideally the property manager / block manager will have at least 2+ years’ experience and be happy working from their office based in Eastbourne</p> <p>The successful property manager / block manager will have the following duties: - the setting of service charge budgets, issuing section 20 notices / major work consultations, chairing</p>

	<p>AGMs, insurance, building inspection, contractor management and general daily resident / director liaison.</p> <p>Professional qualifications (AIRPM) are desirable but are not substitutes for a stable work history and relevant experience.</p> <p>Property managers / block managers can expect a starting salary ranging from £28k - £32k + a fully expensed company car.</p> <p>For more information please send your CV to Rhys Townsend – RhysT@bblproperty.co.uk or call 0208 514 9113</p>
Company website (optional):	www.bblproperty.co.uk