



JOB ADVERT - Details

Company:	BBL Property Recruitment
Role title:	Property Manager
Internal Reference Number:	
Closing date:	
Salary:	Up to £32k Package
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Hoddesdon
Contact details for applications:	Rhys Townsend RhysT@bblproperty.co.uk 0208 514 9113
Role description:	<p>Our client is a large independent residential block / property managing agent with regional offices covering the whole of the UK.</p> <p>They oversee in excess of 60,000 flats within blocks and estates dealing with the full property management / block management cycle from new build handover to service charge collection, maintenance and major works.</p> <p>As a result of new management instructions (both new builds due for handover and RMC's instructing direct), they now seek an additional block manager / property manager who is keen to join an established team working from their Hertfordshire head office covering a portfolio around North London, Essex and Middlesex.</p>

	<p>The successful block manager / property manager's duties will include a full range of leasehold management tasks including service charge budgets, resident meetings, contractor management, insurance provision, major works (including S20 consultation) and developer (and RMC client) liaison.</p> <p>Package on offer for the successful block manager / property manager will be around £28k - £31k (£24k - £27k basic and car allowance of £4,320) dependant on experience and qualifications and other added 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>
Company website (optional):	www.bblproperty.co.uk