



JOB ADVERT - Details

Company:	BBL Property Recruitment
Role title:	Property Manager
Internal Reference Number:	
Closing date:	
Salary:	Up to £45k
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Nottingham
Contact details for applications:	Rhys Townsend RhysT@bblproperty.co.uk 0208 514 9113
Role description:	<p>Our client is a leading regional independent property group (Managing Agents) overseeing residential block portfolios across the UK.</p> <p>They require an experienced Block Manager / Property Manager to oversee a portfolio of leasehold blocks of flats situated across Nottingham and the closely surrounding areas.</p> <p>The successful block manager / property manager will have a broad range of property management / block management experience (2 years+) encompassing service charge budget setting, S20 consultation / major works management, contractor management (gardeners, cleaners and the like), insurance provision, health & safety inspection, AGM's / Resident/Site meetings and client (freeholder/investor) liaison in relation to new business development.</p>

	<p>Our client uses the QUBE system so ideally the successful block manager / property manager will have experience of this or similar software.</p> <p>On a personal level, the successful property manager / block manager will ideally hold IRPM qualification (Although not essential), have excellent communication skills, be well presented, have a “can do” attitude and hold a full UK driving license.</p> <p>The successful Block Manager / Property Manager can expect a starting salary from £30k - £45k + Phone + Pension with excellent scope for long term career progression.</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