

## JOB ADVERT - Details

<b>Company:</b>	Bennett Clarke & James Limited
<b>Role title:</b>	Property Manager/Senior Property Manager
<b>Internal Reference Number:</b>	N/A
<b>Closing date:</b>	30 days from the posting of the advert
<b>Salary:</b>	Up to £40,000
<b>Working Hours:</b>	0900-1700 plus occasional out of hours meetings
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Sutton Coldfield
<b>Contact details for applications:</b>	David Clarke, Director dcc@bcjstates.co.uk
<b>Role description:</b>	<p>As the [Senior] Property Manager, you will be responsible for managing a portfolio of developments ranging from just a few units to large/complex developments with multiple service charge schedules and will ensure the provision of efficient and accurate administrative and day-to-day property management services. You will work in partnership with the office based team in Sutton Coldfield providing expert guidance and mentoring to colleagues.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Develop and execute annual property plans for each property in the portfolio managed from Sutton Coldfield.</li> <li>• Oversee the planning and execution of day-to-day operations of the developments in the portfolio.</li> <li>• Line manage the office-based team already working on the portfolio.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have an overview of each property’s financials including budgets, accounts and client reports.</li> <li>• Conduct regular site inspections and oversee maintenance issues.</li> <li>• Communicate with key stakeholders including client and resident meetings.</li> <li>• Liaise with colleagues in the Windsor office on company wide initiatives and promote team working and best practice in property management.</li> <li>• Business development to assist in the growth of the practice.</li> </ul> <p>Skills and experience</p> <ul style="list-style-type: none"> <li>• Extensive block management experience (essential)</li> <li>• Previous experience using MRI Qube (ECS) property management software an advantage</li> <li>• Substantial prior experience of delivering excellent customer service to clients.</li> <li>• Previous experience of managing supervising team members.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Membership of a recognised professional body (or willingness and ability to join within first year of employment) highly desirable.</li> </ul>
<p><b>Company website (optional):</b></p>	<p><a href="http://www.bcjestates.co.uk">www.bcjestates.co.uk</a></p>