

JOB ADVERT Details



Company:	Blenheims Estate & Asset Management Limited
Role title:	Property Manager
Internal Reference Number:	PM - BEAMSW
Closing date:	29 th March 2019
Salary:	Negotiable
Working Hours:	9am to 5.30pm Monday to Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Dorset & East Devon
Contact details for applications:	CVs & covering letter to be sent to Mark Sowden msowden@blenheims.co.uk
Role description:	<p>Organisation: Originally founded in 1856 as Marsh and Parsons the Arcturus Group has been under the control of the current owners and Group Board members since 2006. Blenheims has developed from a small Property Management business into one now employing over 75 staff in three locations across Southern England.</p> <p>For more information, please visit www.blenheims.co.uk</p> <p>Function: To have full responsibility for all aspects of an allocated portfolio of residential properties providing efficient and accurate day to day management and be the designated point of client and leaseholder contact.</p> <p>Main Responsibilities and Duties:</p> <ol style="list-style-type: none"> 1. Oversee the day to day management of leasehold properties to

	<p>a very high standard.</p> <ol style="list-style-type: none"> 2. Develop and maintain a good working relationship with the client, prepare quarterly management reports in the approved format, attend and minute client Board meetings, including AGM's, Director's meetings and Resident Meetings. 3. Review service charge budgets, including reserve funding for the forthcoming year within set timeframes. 4. Manage expenditure against budget throughout the financial year and produce reports as required by the client. 5. Receive and manage all reactive and planned repairs and maintenance requirements and bringing any major defects to the attention of senior team members or Scheme Surveyor for inclusion in cyclical maintenance programmes. 6. Placing, overseeing and regularly reviewing maintenance contracts with your Administrator for equipment, plant and general services and ensuring the service visits are undertaken as per the contract. 7. Assist with the project management of major internal and external works along with the relevant surveyor or relevant professional consultant and ensure that all notices are served in accordance with Section 20 Landlord and Tenant Act. 8. Be the first point of contact for all Leaseholder enquiries whether by telephone, post or emails, ensuring prompt response, recognising and referring any matters which are beyond skill set to someone more senior. 9. Carry out site visits at regular intervals in line with the management agreement and prepare site inspection reports in the approved format. <p>Skills and Experience:</p> <ol style="list-style-type: none"> 1. Good knowledge of relevant Landlord and Tenant Act, RICS and ARMA Guidelines and Regulations and procedures and best practices on disseminating residential block property management services 2. Previous experience as a Property Manager in residential block management. 3. Excellent verbal communication skills to communicate with a diverse client group and internal staff 4. Excellent written communication skills and numerical skills to produce client and leaseholder correspondence and reports. 5. IT skills including Outlook, MS Word, Excel. Working knowledge of QUBE advantageous. <p>Training: Essential qualifications are: IRPM Qualified (min Part 1)</p>
<p>Company website (optional):</p>	<p>www.blenheims.co.uk</p>