



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Assistant Property Manager – Client Side
Internal Reference Number:	3863
Closing date:	-
Salary:	£25k
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Borehamwood
Contact details for applications:	Jenny Dines jenny@blockrecruit.co.uk
Role description:	<p>Have you spent a little time in the Block Management industry and aren't too sure where to go next? Maybe you've been working in an admin/support role with a Managing Agent and would like to take on a slightly different challenge... If so, this role could be a great fit!</p> <p>We're on a lookout for someone who's got a good base knowledge in Residential Leasehold Property to work with a Freeholder who instruct Managing Agents to look after a national portfolio! In this role, you'd assist their Estates Team in overseeing Managing Agents day to day, ensuring they're upholding their management agreements and expected service standards, so moving to the other side of the industry, working client side!</p> <p>This company are looking for someone who's worked for a Managing Agent so that you understand the basics such as the terminology, leases and the role different companies in Leasehold Management play. From time to time in this role, you'll be communicating with Leaseholders so a good understand of the industry is key, although</p>

	<p>you won't be managing any Blocks of Apartments yourself, so you won't be doing site visits or AGMs! Excellent attention to detail and organisational skills are also key in this role as well as communication and pride in your work. You'll be joining a hard-working team who also celebrate their successes and enjoy a happy workplace together, advising that they work hard and play hard! Here you'll be supported and appreciated for the long term.</p> <p>Minimum Requirements</p> <ul style="list-style-type: none"> • Leasehold property experience, working in a supporting role with a managing agent • Excellent organisational, communication and IT skills • A strong work ethic, able to work proactively under your own initiative <p>Salary Range & Benefits</p> <p>This position is offering c.£25K per annum plus a good holiday allowance and the chance to work client side in a great office culture where progression over time is available!</p> <p>Application Process</p> <p>Once we have received your CV you can expect to get a call or email within 1 week. Unfortunately, if you don't meet the minimum requirements for this position then you may not be contacted for this role. However, we would still love to discuss other opportunities suitable to your current skill set and experience and how we can assist you in your employment search.</p> <p>Apply today to utilise your leasehold property skills working client side!</p> <p style="text-align: center;">Contact: Jenny Dines</p> <p style="text-align: center;">www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/assistant-property-manager-south-east-hertfordshire-788.aspx</p>