



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Assistant Block Manager
<b>Internal Reference Number:</b>	3944
<b>Closing date:</b>	-
<b>Salary:</b>	c£25K
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Central London
<b>Contact details for applications:</b>	Jamie Barker jamie@blockrecruit.co.uk
<b>Role description:</b>	<p><b>What will joining this company do for your career?</b></p> <ul style="list-style-type: none"> <li>• Allow you to work with an established and respected brand</li> <li>• Provide great benefits and an excellent working environment</li> <li>• Give you great career prospects</li> <li>• Supply investment in your professional development &amp; support growth in your career – including progression through the IRPM, RICS and the APC</li> <li>• Provide an exciting portfolio of mansion block and purpose-built developments</li> </ul> <p>We are a respected London Based Property Consultancy company, covering a full spectrum of services in Residential and Commercial Property. Having been in the industry for over 100 years, we consider our team experts in what they do. Our professional reputation has</p>

enabled us to grow organically over the years and we now need new talent to join our expanding Block Management team.

We operate out of our modern, open plan offices in the heart of London. Here, we all work together as a team and see ourselves as a family. With monthly staff drinks, sports clubs and charity events, we've worked hard to create the very best working environment possible – one where you'll be excited to get out of bed each day!

We reward well and pride ourselves on our staff welfare. We invest heavily in the training and development of our people - always recognising and rewarding hard work. We will provide support and progression through the IRPM, RICS and APC. We will provide you with a clear career progression path and goals to strive for.

We are now looking for an Assistant Block Manager who has a strong focus on customer service. As our talented team member, you will assist the senior Block Managers with the running of their portfolios and take on a small portfolio of your own blocks.

Your daily role will therefore include assisting in preparing and managing Service Charge budgets, coordinating and overseeing major works projects, issuing Section 20 notices, going out on site with senior staff and attending AGMs.

The ideal Assistant would be someone that is driven, self-motivated and dynamic. You must have excellent customer service and communication skills as well as a desire to progress in your career.

#### **Minimum Requirements**

- Previous Block Management exposure
- Property Industry experience
- Great customer service, passion and work ethic

If you don't meet the requirements for this role, call the Block Recruit team to see what other roles we may have which could fit your current level of experience or ["create an account"](#) with us on the website, so we can stay in touch and let you know when other roles to come up. Everyone is of value to us.

#### **Desirable Requirements**

	<ul style="list-style-type: none"> <li>• Industry related qualifications (IRPM/RICS)</li> <li>• Existing experience as an Assistant Block Manager</li> </ul> <p><b>Salary Range &amp; Benefits</b></p> <p>This position is paying an annual salary of c£25K, depending on experience. This position also comes with a number of attractive benefits, such as a pension and healthcare scheme and an additional holiday day with each year of service upon being with the company for 3+ years.</p> <p><b>Application Process</b></p> <p>Once we have received your CV you can expect to get a call or email within 1 week.</p> <p>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. Give us a call for a confidential career chat today!</p> <p style="text-align: center;"><b>Get in touch today to find out more. Don't miss out on this rare opportunity with a leading employer!</b></p> <p style="text-align: center;"><b>Contact: Jamie Barker</b></p> <p style="text-align: center;"><a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:jamie@blockrecruit.co.uk">jamie@blockrecruit.co.uk</a></p>
<b>Company website (optional):</b>	<a href="https://www.blockrecruit.co.uk/job/assistant-block-manager-london-central-london-834.aspx">https://www.blockrecruit.co.uk/job/assistant-block-manager-london-central-london-834.aspx</a>