



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Assistant Block Manager
<b>Internal Reference Number:</b>	3899
<b>Closing date:</b>	-
<b>Salary:</b>	£20,000 - £25,000 PA
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Hertfordshire
<b>Contact details for applications:</b>	Holly Payne holly@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>• Chance to join a growing firm</li> <li>• Opportunity to progress</li> <li>• Further Training &amp; Development through IRPM &amp; RICS</li> </ul> <p>Based in Hertfordshire but managing a Nationwide portfolio, this firm has been operating for over 20 years and look to provide a Bespoke management service to all clients. They are now looking for an Assistant Block Manager to join their fun &amp; dynamic team.</p> <p>As an Assistant Block Manager, you will be responsible for offering assistance and support to the Property Managers in a variety of functions in addition to general administrative duties such as; answering the phone, arranging meetings &amp; appointments, dealing with clients and contractors, updating spreadsheets &amp; preparing</p>

reports. This is a great opportunity to gain vital exposure in your Property Management Career path, whilst working alongside experienced professionals.

You will have the opportunity to further your career and progress, taking on more responsibility with them as you develop, with support & additional training through the IRPM & RICS – which will help you take your career to the next level.

To be successful in this role you will possess excellent written & verbal skills, you will need to be a problem solver, quick thinking and have a proactive approach towards all duties. You will also need to work well under pressure as this industry can be extremely fast paced at times!

#### **Minimum Requirements**

- Have a background in Block Management or another area of Property
- Exceptional communication & administration skills
- IT literate and proficient with Microsoft Office

#### **Desirable Requirements**

- Experience with Propman would be beneficial but not essential
- Knowledge of Section 20 & Service Charge Budgets

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.

#### **Salary Range & Benefits**

This position is offering a salary between £20,000 - £25,000 PA - depending on experience.

#### **Application Process**

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

	<p>you in your employment search. Give us a call for a confidential careers chat today!</p> <p><b>For more information on this position, please do not hesitate to get in touch. Do not miss out on the chance to further your career!</b></p> <p style="text-align: center;">Contact: Holly Payne</p> <p style="text-align: center;"><a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:holly@blockrecruit.co.uk">holly@blockrecruit.co.uk</a></p>
<b>Company website (optional):</b>	<p><a href="https://www.blockrecruit.co.uk/job/assistant-block-manager-south-east-hertfordshire-799.aspx">https://www.blockrecruit.co.uk/job/assistant-block-manager-south-east-hertfordshire-799.aspx</a></p>