



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Block Manager
<b>Internal Reference Number:</b>	3796
<b>Closing date:</b>	-
<b>Salary:</b>	£27,000 - £32,000 PA
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Bournemouth
<b>Contact details for applications:</b>	Mike Barlow mike@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>• An Opportunity to Join a Company During an Exciting Period of Change</li> <li>• A Degree of Flexible Home and Site-Based Working</li> <li>• Professional Development and Training</li> </ul> <p>A specialist firm of Chartered Surveyors based in the heart of Bournemouth Town Centre in amidst the Boutique shops, restaurants and bars – and just a few short moments away from the beautiful beaches are now searching for a new Property Manager to join their Residential Block Management Team.</p> <p>You will be joining an experienced and diverse team of Pro’s and a company who are enjoying an exciting period of change and development! Now is the perfect time to become a member of this team as a Property Manager and take on the management of your</p>

own portfolio. If you are a Property Manager with experience of managing your own portfolio then this role could be right for you. You will be joining an established team who specialise in providing a tailored property management service to the Dorset area.

The ideal candidate will have experience in creating and managing service charge budgets, managing Section 20 consultation, coordinating Major works, attending/chairing AGM's and conducting site visits. You will be confident and a strong communicator with the ability to build strong relationships with Clients and Residents.

You will be managing a select portfolio of properties in the Bournemouth/Poole area, this mainly consists of RMC's which vary in size. You will need to be knowledgeable, confident and a good team player. You get the benefit of working closely with a strong support team, accounts team, a group of Property Managers as well as Chartered Surveyors. Providing the right levels of service to clients and residents is so important, so you will have a manageable portfolio, so you have the chance to give the service their clients deserve!

**Minimum Requirements:**

- Block Management Experience
- Experience Creating Service Charge Budgets
- Experience Coordinating Major Works
- Excellent Communication Skills
- Driving License & Vehicle

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:**

The salary on offer is between £27,000 - £32,000 PA depending on your experience and qualifications. In addition to this you will be offered 25 days holiday and the benefit to avoid those late evening AGM's. Additional training and career development will also be offered.

**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

	<p>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 careers chat today!</p> <p><b>This is an excellent opportunity to join at an exciting time of development, don't miss out on the chance to train and develop your career!</b></p> <p>Contact: Mike Barlow <a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:mike@blockrecruit.co.uk">mike@blockrecruit.co.uk</a></p>
<b>Company website (optional):</b>	<a href="https://www.blockrecruit.co.uk/job/block-manager-south-west-dorset-709.aspx">https://www.blockrecruit.co.uk/job/block-manager-south-west-dorset-709.aspx</a>