



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Block Manager
<b>Internal Reference Number:</b>	3986
<b>Closing date:</b>	-
<b>Salary:</b>	£25,000 - £30,000 + benefits
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Bournemouth, Dorset
<b>Contact details for applications:</b>	Holly Payne talentresourcing@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 in the heart of Bournemouth town, 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 <b>Property Manager</b> to join their Residential Block Management Team.</p> <p>In this role, you will become part of an experienced and diverse team of pro's and a company who are enjoying an exciting period of change and development! Now is the</p>

perfect time to become a member of this team as a **Block Manager** and take on the management of your own portfolio. If you are a Property Manager with good leadership skill, strong property experience and desire to step up, 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.

As their ideal candidate, you 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**

- 2 years block management experience, including service charge budgets and section 20s
- Excellent communication, IT and customer service skills
- Driving license & you own vehicle
- Industry relevant qualifications (IRPM, RICS, IOSH) are highly desirable but not essential

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.

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

The salary on offer is between £25,000 - £30,000 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 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>This is an excellent opportunity to join at an exciting time of development, don't miss out on the chance to develop your career!</p> <p>Contact: Jenny Dines <a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:jenny@blockrecruit.co.uk">jenny@blockrecruit.co.uk</a></p>
<b>Company website:</b>	<p><a href="https://www.blockrecruit.co.uk/job/block-manager-south-west-dorset-881.aspx">https://www.blockrecruit.co.uk/job/block-manager-south-west-dorset-881.aspx</a></p>