

JOB ADVERT - Details



Company:	Block Recruit
Role title:	Block Manager
Internal Reference Number:	3831
Closing date:	-
Salary:	£25,000 - £30,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Buckinghamshire
Contact details for applications:	Mike Barlow mike@blockrecruit.co.uk
Role description:	<p>Block Managers! Are you tired of being just another number in a large corporate environment? Are you looking for a role where you can focus on providing a high-quality service across your developments? Do you have a desire to progress through your IRPM qualifications but have no support?</p> <p>A small but expanding Residential Block Management Team in Buckinghamshire are now searching for a new Block Manager to join their growing team, to manage a diverse portfolio of properties in the surrounding areas, delivering high quality Property Management services to Clients, ensuring compliance across the portfolio including H&S and FRA.</p> <p>You will have enjoyed working in the industry and be skilled in providing a comprehensive management service to a variety of different clients. You will have good knowledge and experience with</p>

Service Charge budgets Section 20 notices and Maintenance projects. In addition to this, you will have the ability to multitask and prioritise your own workload in order to provide the highest possible service levels. As the new Block Manager, you will be joining a small and tight knit team of professionals, working collaboratively with other Property Managers, Legal Services Team, Administrators and Accounts Department in managing your own property portfolio.

In this role you will be responsible for establishing and maintaining strong client relations, ensuring the compliance of the entire property portfolio, managing supplier relationships, actively sourcing new business opportunities and enhancing working practices to enhance service delivery and the company's reputation.

Minimum Requirements

- At least 2 years previous experience within block management
- Experience with Section 20 & Service Charge Budgets
- Proven track record in delivering excellent customer service
- Full UK driving license with own 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.

Desirable Requirements

- AIRPM or RICS Qualified

Salary Range & Benefits

The salary on offer is £25,000 - £30,000 PA dependent on your industry experience, along with company expenses (mileage, etc.). The Working Hours are Monday to Thursday, 9am - 5.30pm, with a 5pm finish on Fridays. You will also have the opportunity to progress through your IRPM studies.

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>Get in touch today to find out more.</p> <p>Contact: Mike Barlow</p> <p>www.blockrecruit.co.uk 020 3900 0401 mike@blockrecruit.co.uk</p>
Company website (optional):	<p>https://www.blockrecruit.co.uk/job/block-manager-south-east-buckinghamshire-728.aspx</p>