



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Block Manager
Internal Reference Number:	3878
Closing date:	-
Salary:	£40k - £45k depending on experience
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Central London
Contact details for applications:	Jenny Dines jenny@blockrecruit.co.uk
Role description:	<p>We are a company that demonstrates a high level of professionalism with strong systems and processes in place. We believe that this structure is what allows us to deliver such high levels of service and also what allows our Property Managers to manage their portfolios effectively and efficiently. We specialise in the ongoing management of a large and varied portfolio and we are committed to delivering a Property Management service of excellence.</p> <p>Through organic growth and acquisitions, we have had an impressive few years and we aim to maintain our standing and reputation within the industry. We encourage new ideas, hold regular appraisals and open up many training avenues for you so that you can continue to develop yourself and your career which ultimately lets you really shine.</p>

We believe that in this busy, sometimes stressful industry that is Block Management, it's the little things that matter and we will always have this in mind. We know we wouldn't be where we are today without our Team. We'll do all we can to keep you engaged in your role and ensure you have job satisfaction. We're constantly evolving, and we know you will be too.

The Property Manager is a pivotal role within our company. You will be responsible for the effective and efficient management of a portfolio of residential developments. Your portfolio will be made up of six High-End developments with clients with exacting standards. We are looking for someone that is good at forming and maintaining strong relationships and someone that understands the importance of customer service. Your job role will include: preparing and managing Service Charge Budgets, liaising with contractors, overseeing works projects, issuing Section 20's, carrying out site inspections and attending AGM's.

Skills & Behaviours:

- Time management, prioritisation, delegation and project management skills.
- Numeracy/analytical skills in dealing with financial information.
- Communication skills – letter writing and presentation of information.
- Computer skills – knowledge of Qube would be an advantage.
- Proficient in all Microsoft programmes and competent in mail merging.
- People skills – an ability to adapt your style as required.
- Take responsibility for seeing things through.
- Attention to detail, the ability to think things through.
- Take pride in your work and care about your/the team's performance.
- Common-sense approach. Remain calm & measured while juggling multiple projects.
- An optimistic, can-do attitude that improves team morale.

Minimum Requirements

- At least 3 years' experience in Residential Block Management
- Full working knowledge of section 20s, service charge budgets and AGMs
- Excellent customer service, communication and organisational skills

	<ul style="list-style-type: none"> • IRPM, RICS or IOSH qualifications are desirable but not essential <p>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 our website, so we can stay in touch and let you know when other roles to come up. Everyone is of value to us.</p> <p>Salary Range & Benefits</p> <p>This position is offering between £40K - £45K depending on experience and qualifications.</p> <p>Application Process</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 careers chat today!</p> <p style="text-align: right;">Contact: Jenny Dines</p> <p style="text-align: right;">www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/block-manager-london-central-london-786.aspx