



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Block Manager
Internal Reference Number:	3961
Closing date:	-
Salary:	£25,000 - £32,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Dorset
Contact details for applications:	Mike mike@blockrecruit.co.uk
Role description:	<p>What will joining this company do for your career?</p> <p>Are you tired of being overloaded, overworked and undervalued in your job? Do you dream of the opportunity to work with a company who pride themselves on providing the best service levels and ensuring client satisfaction? If you are working within Block Management (whether it be in an Assistant role or as a Property Manager) and desire a long-term opportunity where you can develop, train and gain job satisfaction then keep reading.</p> <p><i>We are a company that is growing, and we are looking for a Junior / Block Manager who wants to grow with us. From providing purely the best service to our clients and focusing on building long lasting relationships our portfolio continues to expand! As a result, we are now looking for a new Property Manager to join us to assist us in</i></p>

managing our growing portfolio and providing superior levels of service.

Our client is a small team, but they are going places! Based in Dorset covering the Poole, Christchurch, Bournemouth and Ringwood areas, this company continue to go from strength to strength, consistently providing excellent customer service and focusing on a personable, friendly and professional approach. Their prime focus is Block Management, so you will have the opportunity to manage your own portfolio in the local area.

They pride themselves on their excellent retention rates, for both clients and employees. To do this they provide a standout service to their clients based on close working relationships and attention to detail whilst also offering an enjoyable and progressive position with the business. If you long for the chance to be able to provide a service to your clients and residents that you can really be proud of then this could be the right opportunity for you.

The ideal candidate will be experienced in Block Management and would have managed the full autonomy of the Property manager role, including Section 20's, maintenance co-ordination, Service Charge Management, Managing RTM's & RMC's and more. You will be professional, hardworking, customer focused, a problem solver with great interpersonal skills, someone who prides themselves on their service, and gets job satisfaction from helping others.

If this sounds like you then get in touch today. If you are currently working as an Assistant Property Manager and looking for the opportunity to step up, please do call to find out more.

Minimum Requirements

- Block Management Experience
- Working Knowledge of Section 20's
- Experience with Service Charge Budgets
- Professional & Customer Focused
- Hardworking & Eager to Develop

Desirable Requirements

- IRPM Qualified or seeking to do so

	<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 the 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, Working Hours & Benefits</p> <p>The salary on offer is dependent on your experience and ranging between £25,000 - £32,000 PA. The Working hours are Monday to Friday 9am-5pm with a paid lunch hour, with the additional benefit of only having rare evening AGM's. In addition to company pension and 22 days holiday (plus bank holidays) there will also be mileage expenses and the opportunity to progress through professional 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. 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>Great opportunity on the South Coast to take the next step in your career!</p> <p>Contact: Mike Barlow www.blockrecruit.co.uk 020 3900 0401 mike@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/block-manager-south-west-dorset-859.aspx</p>