



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Block Manager – Home Based
Internal Reference Number:	4009
Closing date:	-
Salary:	£38,000 - £43,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Central & East London
Contact details for applications:	Holly Payne talentresourcing@blockrecruit.co.uk
Role description:	<p>Working from home can be a tricky one, it often seems like the ideal flexible set up for some but can be a struggle when left completely out on your own, without that support from your team, seniors and support staff. This role however meets a really great balance in the autonomy and flexibility of working from home but with the backing of one of the best names in Residential Management!</p> <p>We're currently searching for a new home-based Block Manager to oversee a mixed residential leasehold portfolio in Central & East London. In this role, you'll work from home and plan your own time between site visits, client meetings/AGMs and regular visits to the companies' head office (which isn't too far a drive) to stay in touch with the rest of the team, soak up some of that positive office atmosphere and benefit from accounts/legal/management support.</p> <p>As their ideal new Property Manager, your portfolio will be made up of buildings with both RMCs and Freeholders and will cover a range of stock from older conversions to newer purpose-built blocks. You'll</p>

take over this portfolio with confidence, having a couple of years' experience under your belt and being well versed in all the basics. Service charge budgets, section 20 notices for major works, day to day maintenance with contractors, AGMs, excellent leaseholder/client communication, fire safety, H&S and legal compliance will make up your day to day as well as regular site inspections, providing a positive and helpful face for the company where it matters the most.

This company are looking for someone who'll continue to promote their excellent standards and are a name you can grow with throughout your career. They support further training and qualifications (such as IRPM and RICS) and love to see those who work hard achieve the recognition they deserve. Their teams of **Block Managers** all work towards common goals and benefit from an organically developing business and the reputation that comes with it!

Minimum Requirements

- At least 3 years' experience managing residential leasehold portfolio
- A full UK driving licence and your own vehicle
- Excellent communication, organisational and customer service skills

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

- Industry qualifications such as IRPM, RICS, IOSH/NEBOSH
- Previous experience working autonomously from home
- Experience managing a similar portfolio of mixed sites including RMCs

Salary Range & Benefits

This position is offering between £38k-£43k, a great benefits package, further qualifications and the opportunity to work with a highly regarded name in Block Management.

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

	<p>role. However, we would still love to discuss other opportunities suitable to your experiences and how we can assist you in your employment search.</p> <p>Get in touch with Mike or apply today to work with trust and flexibility from home, all alongside a respected name in Residential Block Management!</p> <p>Contact: Mike Barlow www.blockrecruit.co.uk 020 3900 0401 mike@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/property-manager-london-central-london-896.aspx