



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Block Manager
<b>Internal Reference Number:</b>	3867
<b>Closing date:</b>	-
<b>Salary:</b>	£32,000 depending on experience
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Central London
<b>Contact details for applications:</b>	Jenny Dines jenny@blockrecruit.co.uk
<b>Role description:</b>	<p>A central London managing agent whose portfolio is growing week by week are currently seeking a driven, customer service focused Block Manager to join their fun, supportive team! If you're looking for an employer who'll really value, you and reward your hard work then this could be the one for you. As well as creating a positive, social work culture, they ensure all their team are working through industry relevant qualifications with the IRPM and RICS as their careers progress.</p> <p>Their business is successfully growing at a steady rate and they've now got a new portfolio to pass onto either a Block Manager looking for a new team or an Assistant/Junior Property Manager who's looked after blocks of their own and feels confident in taking the next step. The portfolio will start with a few buildings to focus on (all of which are landlord instructions) and will grow from there, including purpose-built blocks, conversions and a few new builds as well with onsite staff</p>

to oversee. You'll have the chance to fine tune your skills as well as developing new ones alongside an experienced team of leasehold professionals.

As their ideal new Block Manager, you'll have previous experience looking after your own portfolio and will be well versed in the core duties of the role. Service charge budgets, site inspections, reporting to clients, arranging and hosting AGMs, managing section 20 major works, coordinating day to day maintenance works and health & safety compliance will make up your day to day and you'll also oversee members of site-based staff with the support of the office's senior team members, taking on more responsibilities as you settle into your new portfolio.

Working the centre of London, you'll benefit from excellent transport links as well as a company pool car to use for site visits. The team often head out for lunch together after a busy week or to celebrate their successes and enjoy a fun office where they remain productive and positive. They also utilise the support on offer from the companies' head office in the north of the UK, enjoying team parties and industry events together. They're looking for someone who shares their positive, hardworking mindset, one that will help you to grow as a successful Block Manager alongside a reputable name!

#### **Minimum Requirements**

- Previous experience managing a residential leasehold portfolio
- At least 2 years' experience in the Block Management industry
- Excellent customer service, communication, IT and organisational skills
- A full UK driving licence, the company have a pool car at the office for business use

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**

	<ul style="list-style-type: none"> <li>• Industry relevant qualifications such as IRPM or RICS, IOSH or NEBOSH also desirable</li> <li>• A background in looking after new build properties through the handover process</li> <li>• Previous experience managing a London portfolio and staffed buildings</li> </ul> <p><b>Salary Range &amp; Benefits</b></p> <p>This position is offering around £32K depending on experience plus a fun and supportive office atmosphere, full support through industry qualifications and the chance to further your career for the long term with a company who'll really value you!</p> <p><b>Application Process</b></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 career chat today!</p> <p><b>Apply today to find out more about working with a company who'll really value your hard work and do everything they can to develop and reward you!</b></p> <p style="text-align: right;"><b>Contact: Jenny Dines</b></p> <p style="text-align: right;"><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>
<p><b>Company website (optional):</b></p>	<p><a href="https://www.blockrecruit.co.uk/job/block-manager-london-central-london-773.aspx">https://www.blockrecruit.co.uk/job/block-manager-london-central-london-773.aspx</a></p>