



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Block Manager
Internal Reference Number:	3991
Closing date:	-
Salary:	c.£30k depending on experience
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Greater Manchester
Contact details for applications:	Holly Payne talentresourcing@blockrecruit.co.uk
Role description:	<p>Are you looking for a supportive team and a new portfolio to get your teeth stuck into?</p> <p>“If you’re looking for a large, successful company to work for, one with national reach and decades of experience under their belt, then you’re in the right place. Our history and steady progression over the years, continuing to succeed where others have fallen, showcases us as a dependable employer, but also one that displays a strong approach enabling us to continually evolve.”</p> <p>We’re currently headhunting for a Block Manager to join an expanding, national firm and look after a portfolio of residential blocks in the Greater Manchester area. If you’re considering your next move and want to progress your career with a well-established team then you could be the perfect match! Make the most of your existing skills and develop them with further training opportunities and the</p>

guidance of experienced, Senior Management and a wide support network.

Service charge budgets, section 20 consultations for major works, insurance, health & safety, chairing AGMs and building strong relationships with Leaseholders, Clients and Contractors will make up your day to day duties as well as regular site visits. As this firms new Property Manager, you'll be confident in the above duties and will provide a high-quality service, ensuring that all enquires, and communications are dealt with swiftly and effectively.

Minimum Requirements

- 2 years' experience in Residential Block Management (inc. service charge and s20s)
- Excellent communication, IT and customer service skills
- A full UK driving licence and your own vehicle
- Industry relevant qualifications such as IRPM/RICS are desirable but not essential

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.

Salary Range & Benefits

This position is offering around £30K depending on experience and qualifications. You'll also receive a wide range of benefits including 25 days holiday plus the 8 national bank holidays.

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 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!

Get in touch today to find out more about progressing your career with a national firm!

	Contact: Jenny Dines www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk
Company website (optional):	<u>https://www.blockrecruit.co.uk/job/property-manager-north-west-greater-manchester-888.aspx</u>