



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Block Manager – New Business
Internal Reference Number:	681
Closing date:	-
Salary:	£27,000-£30,000 + car
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Greater Manchester
Contact details for applications:	jenny@blockrecruit.co.uk
Role description:	<p>If you enjoy managing client relationships within a busy, property focused environment then this could be the ideal opportunity for you! We're currently hiring for a Block Manager to work within the New Business team of a Residential Managing Agent. Their office is just south of Manchester, but they work on a national portfolio with a London base as well.</p> <p>In this role, you'd be working closely with the Directors of the Company and their New Business team, overseeing residential blocks which are joining the companies management. You'll oversee handovers from Developers and other Managing Agents and will ensure that New Clients feel supported when joining the firm. You'll work alongside Property Managers in Both Manchester and London and will spend a couple of days a week out of the office, visiting new blocks and meeting with clients.</p> <p>As the ideal new Block Manager for this New Business Team, you'll come from a strong background in Residential Leasehold</p>

Management, either as a Property Manager or an Assistant Property Manager. You'll be well versed in service charge budgets, section 20 major works, client meetings, AGMs with residents associations and ideally snagging new build sites as well. You'll be confident in communication on a variety of platforms and will work well during busier periods. This role will involve national travel so no two days will be the same, it's a great experience if you're looking for exposure to the wider Leasehold industry as well as larger scale blocks and working with developers!

Minimum Requirements

- Previous experience in Block Management
- Excellent communication, IT and customer service skills
- A full UK driving licence

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.

Desirable Requirements

- IRPM, RICS, IOSH or NEBOSH qualifications
- Hands on experience setting Service Charge Budgets
- Previous experience managing new build developments

Salary Range & Benefits

This position is offering a salary of £27K - £30K plus a company car, good benefits and support through IRPM qualifications.

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 to find out more about an exciting opportunity, working on new residential developments within the management of growing, national brand!

	<p>Contact: Jenny Dines www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
Company website (optional):	<p>https://www.blockrecruit.co.uk/job/block-manager-new-business-north-west-greater-manchester-681.aspx</p>