



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Block Manager
Internal Reference Number:	3891
Closing date:	-
Salary:	£25 - £35k depending on experience
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	South Yorkshire
Contact details for applications:	Jenny Dines jenny@blockrecruit.co.uk
Role description:	<p>We're currently seeking a talented Block Manager to join a lively, driven team in South Yorkshire. They're looking for someone with a couple of years' experience in Block Management who's ready to take on a new portfolio, training with the brand to fit into their outstanding management standards. This is a great opportunity for an established Property Manager looking for a new portfolio to continue growing with or an Assistant Property Manager who's ready for their next step. The portfolio for this Property Manager will be Yorkshire based and can be adjusted depending on where you live, this role will also offer a little flexibility to work remotely a couple of days a week while conducting site visits.</p> <p>As the teams new Block Manager, you'd be taking on a few residential Blocks, portfolio size depending on your experience. This role has become available through expansion; this company are constantly and steadily growing through winning new business from both Developers</p>

and RMCs. You'll be well versed in Service Charge Budgets, Section 20s, Insurance, Major Works, Day to Day Maintenance Orders, Regular Site Visits, AGMs and building strong relationships with Leaseholders, Clients and Contractors alike. You'll work with a proactive approach to your daily duties, complete computer literacy and excellent communication skills both verbally and written.

With Offices in South Yorkshire and London, here you'd be part of a wider team. The firms Director and Head of Property Management describe their team and positive, passionate, driven and hardworking, advising that there's plenty of banter in the office as well as support and training from a varied team of Property Experts. They develop from within and would support you through qualifications such as the IRPM for a long-term career together.

Minimum Requirements

- At least 2 years' experience in Residential Block Management
- A full UK Driving Licence and your own vehicle
- Excellent customer service, communication and IT 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 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

- Industry relevant qualifications such the IRPM, RICS or IOSH
- Experience in a similar role, managing a similar portfolio
- Knowledge of the surrounding Yorkshire area

Salary Range & Benefits

The salary for this position is negotiable depending on experience plus mileage, standard benefits and a positive, motivated workplace where you can develop your career!

Application Process

Once we have received your CV you can expect to get a call or email within 1 week.

	<p>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>Apply today to join a fun yet focussed team of Block Management Professionals!</p> <p style="text-align: center;">Contact: Jenny Dines</p> <p style="text-align: center;">www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
Company website (optional):	<p>https://www.blockrecruit.co.uk/job/block-manager-yorkshire-south-yorkshire-790.aspx</p>