



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Home Based Block Manager
<b>Internal Reference Number:</b>	3826
<b>Closing date:</b>	-
<b>Salary:</b>	£30,000 - £35,000
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Surrey
<b>Contact details for applications:</b>	Mike Barlow mike@blockrecruit.co.uk
<b>Role description:</b>	<p><b>What is on Offer?</b></p> <ul style="list-style-type: none"> <li>• The support and structure of a larger company</li> <li>• Working for a leading brand in Block Management</li> <li>• Working for a company with strong systems and processes in place</li> <li>• Flexibility within the role – the chance to work from home!</li> </ul> <p>Our client is a National Managing Agent who have the responsibility of managing over 45,000 homes across the UK. This company is continuing to grow further and has great ties with National Developers, as well as with RMC's &amp; RTM's, they manage a far reaching and diverse portfolio of Properties from small conversions to large New Build Estates, City Centre Apartment Blocks and mixed-use developments.</p>

“We are a company with an extensive knowledge of Residential Property, through years of ingraining ourselves in the Block Management sector, we have gained vast experience and expertise. We manage a large and varied portfolio across the UK, comprising large mixed-use schemes and simple housing estates. We have worked hard to build our reputation and standing within the industry, and we continue to benchmark our standards and service by being proud members of ARMA.”

Your role as the new **Home-Based Block Manager** will be to cover all aspects of Block Management, being assigned a full residential portfolio of around 25 sites of predominantly RMC/RTM or Freeholder clients (some of which include housing estates). You would be responsible for acting as a liaison with key clients on a day to day basis, ensuring that a quality service is delivered at all times. Your role will therefore include carrying out site inspections, managing contractors, overseeing major works, issuing Section 20 notices, chairing AGMs, and preparing and managing Service Charge budgets.

Property Management can be a challenging and demanding industry to work in, however, you will have the support from a national organisation as well as the flexibility to manage your own diary and work from home.

#### **Minimum Requirements**

- 2 Years of Block Management Experience
- UK Driving Licence and Own Vehicle

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**

- Experience Working from Home
- AIRPM or RICS Qualifications

#### **Salary Range & Benefits**

The salary on offer is dependent on your industry experience and qualifications, with the opportunity to earn between £30,000 - £35,000 PA (plus car allowance of £4,500 or company car). In addition

	<p>to this you will benefit from 24 days holiday (plus bank holidays), company pension &amp; Healthcare. As well as this you will be provided with all you need to effectively work from home including a computer, Mobile phone, Printer, Expenses and other benefits. Our client is accredited as “Investors in People” and will actively support you with in house training as well as further training through IRPM &amp; RICS.</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 careers chat today!</p> <p style="text-align: center;"><b>Excellent Home Based Opportunity!</b></p> <p style="text-align: center;"><b>Contact: Mike Barlow</b></p> <p style="text-align: center;"><a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:mike@blockrecruit.co.uk">mike@blockrecruit.co.uk</a></p>
<b>Company website (optional):</b>	<p><a href="https://www.blockrecruit.co.uk/job/home-based-block-manager-south-east-surrey-740.aspx">https://www.blockrecruit.co.uk/job/home-based-block-manager-south-east-surrey-740.aspx</a></p>