



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Client-Side Block Manager/Ops Manager
Internal Reference Number:	3885
Closing date:	-
Salary:	£35k- £45k depending on experience
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	East London
Contact details for applications:	Jenny Dines jenny@blockrecruit.co.uk
Role description:	<p>It's a grey Sunday in January and you're reflecting on the working week ahead. Having worked in the Block Management industry for a number of years, you feel like manging the same old problems day in day out just isn't challenging any more. As the year changes, so do your goals and you're looking for something different where your experience could be put to better use. You still want to utilise your skills but want to step anyway from day-to-day portfolio management.</p> <p>If this sounds familiar then keep reading, Block Recruit may have the answer for you!</p> <p>We're looking for an experienced Property Manager from a Block Management background to join a prestigious, successful, high-end developer in East London. If you have a successful background with a Managing Agent in New Build Leasehold Property then this could be</p>

the perfect opportunity to move into a Client-Side role, overseeing a variety of operations with an incredibly reputable brand!

As the new **Operations Manager**, you'll work with a small, focused team to work closely with build teams and oversee all Managing Agents on the news newly completed blocks. This will cover both Residential developments with a few commercial units, requiring a great understanding of the Landlord and Tenant Act and will expose you to all aspects of a **Property Developer**, providing invaluable experience with a highly skilled team of professionals.

Based in the heart of East London, you'll be able to enjoy the atmosphere and culture that comes with one of the world's fastest growing property capitals. A team that likes to socialise and enjoy the Zen things in life. A unique culture, great benefits, strong focus on progression and a varied role all combine to give job satisfaction within this company and they're looking for a long-term family member. Your passion for the industry will be key, growing day by day and fuelling your success!

Brief summary of day to day duties:

- Working closely with in house build teams during the final phases of development
- Working with newly instructed Managing Agents to oversee New Build Handovers, Move in Phases, Service Charge Budgets, H&S and Site Inspections to excellent standards
- Ensuring that Leaseholder enquiries/complaints are quickly resolved by Managing Agents
- Meet with all involved parties when necessary
- Covering all aspects of the role such as Leasehold, Freehold, Commercial, Legal and Insurance
- Working on a variety of duties from Profit Forecast to Staff Engagement

Minimum Requirements

- Around 3 years' experience managing leasehold portfolios
- Excellent understanding of the Landlord & Tenant Act
- Experience working with new build estates and developer clients

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 qualifications such as IRPM, RICS, IOSH etc.
- A driven yet reasonable approach to fit within a strong team
- Well refined people skills, able to manage a variety of situations

Salary Range & Benefits

This position is offering a great salary of £35K - £45K depending on experience plus fantastic benefits (listed below) as well as the opportunity to progress your career with a High-End Developer!

- Private health care
- Travel allowance & Expenses
- Financial support and study leave through industry qualifications
- An ongoing personal development plan to be reviewed annually
- Staff gym membership
- Onsite GP every fortnight
- Quarterly staff events
- Company pension

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!

	<p>If career progression and quality of service is what truly matters to you then apply today and you could soon be working with one of the most prominent names in Property Development!</p> <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/operations-manager-london-east-london-789.aspx</p>