



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Deputy Head of Bock Management
<b>Internal Reference Number:</b>	3811
<b>Closing date:</b>	-
<b>Salary:</b>	£40,000 - £45,000 PA Plus Commission
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	South East London
<b>Contact details for applications:</b>	Mike Barlow mike@blockrecruit.co.uk
<b>Role description:</b>	<p><b>What will joining this company do for your career?</b></p> <ul style="list-style-type: none"> <li>• Senior Management Opportunity</li> <li>• Ability to earn commission on New Business</li> <li>• Professional Development &amp; Training</li> <li>• A Degree of Flexible Home Working</li> </ul> <p>A rare opportunity has arisen to join an expanding Multi-Disciplined firm as their <b>Deputy Head of Block Management</b>. This arm of the business has continued to grow over the last few years due to the excellent levels of service that they pride themselves on.</p> <p>If you have good experience in Block Management, a great technical knowledge and the desire to step up into a more Senior position then this could be a great opportunity for you. You will be joining and</p>

supporting a small team in this side of the business. You will be responsible for overseeing the Property Managers as well as working closely with the Business Directors. You will be seen as the go-to expert and you will continue to have a hands-on role in the management of the Leasehold Portfolio.

You will be responsible for jointly managing the developments which will increase as the portfolio expands. The portfolio is diverse and includes new build, purpose built, mixed use, & Listed buildings. The business model relies on providing unparalleled service to clients and residents, so a passion for customer service will be essential in order to succeed in this role.

Our ideal candidate will be experienced in the Block Management industry, proficient in managing a portfolio as your role will include carrying out site inspections, preparing and managing service charge budgets, overseeing and managing works, issuing Section 20 notices, dealing with contractors and attending AGM's. We need someone who is confident, hardworking, experienced and ready to take their career to their next level.

To be successful in this role you must be passionate about Property Management, knowledgeable, driven, with the ability to lead from the front. Although the division is currently small, the company have great ambitions, so you must have similar personal ambition and the desire to succeed and progress alongside the company. You will take pride in the levels of service you can provide to clients and residents and be motivated to help the company to grow.

#### **Minimum Requirements**

- Experienced in Block management
- Experience in Managing your own Portfolio
- Experience Leading a Team
- Customer Service Orientated
- Career Driven

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.

	<p><b>Desirable Requirements</b></p> <ul style="list-style-type: none"> <li>• Experience in Winning New Business</li> <li>• AIRPM Qualified</li> </ul> <p><b>Salary Range &amp; Benefits</b></p> <p>You will be rewarded with the autonomy needed to allow you to assist with the expansion of the business, as well as a degree of flexible home working, the ability to earn commission on top of your salary, support through further qualifications such as IRPM &amp; RICS. The salary on offer is between £40,000 - £45,000 PA in addition to a commission structure for new business.</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>This is a fantastic opportunity to develop, learn and grow with a company as it continues to expand. Don't miss out! Call Mike to discuss the role in more detail or hit Apply now!</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>	<a href="https://www.blockrecruit.co.uk/job/deputy-head-of-block-management-london-south-east-london-723.aspx">https://www.blockrecruit.co.uk/job/deputy-head-of-block-management-london-south-east-london-723.aspx</a>