



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Handover Coordinator
Internal Reference Number:	3850
Closing date:	-
Salary:	£18,000 - £24,000
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Essex
Contact details for applications:	Zoe Southwell zoe@blockrecruit.co.uk
Role description:	<p>We're a national, established, award winning Property Management company. Having experienced such rapid growth, we now have exciting new plans in place to help drive the business forward, implementing stronger processes and procedures along the way and launching new training and development concepts internally. One of these being a bespoke internal training academy designed specifically for us which will allow our staff to continue to develop and grow into Property Management superstars.</p> <p>We're a company that values our staff. A company that genuinely cares and rewards hard work. As a company that does things as a team, you'll be right there with us when we celebrate our achievements. You'll get spruced up to attend industry events such as the Property Management Awards. Two high points on their calendar are our summer and Christmas parties – both opportunities to pat ourselves on the back for our hard work and to enjoy socialising with colleagues.</p>

	<p>An opportunity to join our ever-growing team has arisen... we're now in search of a Handover Coordinator in Harlow, Essex.</p> <p>Your role as our Handover Coordinator will be to manage the handover and acquisition team, ensuring that all information is received and processed in a professional and timely manner, working closely with the New Business and Property Management Teams. Duties will include:</p> <p>Financial:</p> <ul style="list-style-type: none">• To ensure all internal fees are correct and entered into back office system and monthly reports• To review and reconcile leaseholder balances and input onto back office system• To check invoices and expenditure received from previous agents• To review and input completion information, whilst maintaining a tracker for all new build developments and assisting to track and calculate developer voids• Monthly reporting on new and ceased business handovers and client finance figures <p>Correspondence:</p> <ul style="list-style-type: none">• To ensure the handover trackers are maintained, ensuring that all information is received within set timescales• To liaise with client bank to open all new bank accounts to RICS/ARMA standards• To collate handover information to be sent to outgoing agent and respond to queries in relation to ceased management handovers• To maintain 48-hour communication response with all clients including employees, contractors/suppliers, and other customers. <p>General:</p> <ul style="list-style-type: none">• To set up all new sites on back office system, assigning site number and inputting relevant data• To input unit, resident, and budget template information onto the back-office system• To issue client survey and fill out ceased management statistics• Archive all information received in an organised and timely manner <p>Legal:</p> <ul style="list-style-type: none">• To read and review a sample of leases for each new development and input information into back office system
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	<ul style="list-style-type: none"> • Ensure back office system is set up correctly and in line with the lease <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Basic Accounting knowledge • Ability to use Excel • Excellent communication skills • Excellent organisational skills <p>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> <p>Desirable Requirements:</p> <ul style="list-style-type: none"> • Block Management experience • Property related degree/qualifications such as IRPM/RICS <p>For more information on this position or to have your questions answered, please do not hesitate to give Zoe a call. In the end, we only regret the chances we didn't take...</p> <p style="text-align: right;">Contact: Zoe Southwell</p> <p style="text-align: right;">www.blockrecruit.co.uk 020 3900 0401 zoe@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/handover-coordinator-south-east-essex-758.aspx