



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Home Based Block Manager
Internal Reference Number:	3987
Closing date:	-
Salary:	£30,000 - £35,000 PA Plus benefits
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Leeds & Surrounding Areas
Contact details for applications:	Holly Payne talentresourcing@blockrecruit.co.uk
Role description:	<p>What will joining this company do for your career?</p> <ul style="list-style-type: none"> • Give you the ability to work from home • The chance to work with a quickly expanding, service driven company • Provide you with flexibility and autonomy, being able to manage your own diary • Great career prospects with a superb benefits package <p>We're a quickly growing and dedicated company who specialise in Block Management across the UK. We're an ambitious and driven company who strive to provide the very best service and become Market Leaders in the industry. With offices in the North West, London and on the South Coast, we are continuing to develop and implement streamlined systems and processes to match our values and help us offer a superior service.</p>

We've worked hard to create a company culture where everyone knows each other and comes together as a true team. We regularly have team meetings and lunches, where we can unite and support each other. We love to invest in our employee's long term development and so we'd be happy to progress you through industry related qualifications and training courses to make sure you are the best Property manager you can be!

With great plans in place for future expansion we're now on the lookout for our next Home-Based Property Manager to join us. You will become an essential part of the team, managing a Client Focused and varied portfolio of c40 Blocks in Leeds and the surrounding areas. This consists of large estates, new build properties and RMC's. To manage this portfolio you will be provided with great administrative and accounts support, meaning you will be able to focus on providing an outstanding service!

As our perfect property manager, you will be hardworking, dedicated and able to work autonomously. However, there is a strong collaborative team culture, so it is important to be a Team player. You will be service driven, have good common sense and have great communication skills. You will have a good energy, enjoy having fun when you are with the team and have a good sense of humour.

You will be a people person, it is vital that you can build and maintain strong relationships with your clients and residents, providing guidance and consultative advice. We're looking for someone who will want to build a long-term career with us and thrive with us for years to come. We will of course be there to guide and support you every step on your way to success!

Minimum Requirements

- 2 years' Block Management experience, managing your own portfolio
- The ability to work autonomously from home
- A full working knowledge of the Landlord & Tenant Act 1985
- Experience in preparing budgets, the s.20 consultation process and chairing AGMs
- A full UK driving licence and 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

	<ul style="list-style-type: none"> • Industry qualifications such as IRPM/RICS/a property related degree • Previous home-based experience <p>Salary Range & Benefits</p> <p>This position is paying between £30,000 - £35,000 PA depending on experience, plus a number of attractive benefits such as 45p per mile car allowance, industry training, business car insurance and 25 days holiday + bank holidays. The working hours are Mon – Fri, 9am – 5pm.</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;">Get in touch now for more information!</p> <p style="text-align: center;">Contact: Mike Barlow www.blockrecruit.co.uk 020 3900 0401 mike@blockrecruit.co.uk</p>
Company website:	https://www.blockrecruit.co.uk/job/property-manager-yorkshire-home-based-882.aspx