



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Junior Block Manager
Internal Reference Number:	4004
Closing date:	-
Salary:	£20,000 - £25,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	High Wycombe
Contact details for applications:	Holly Payne talentresourcing@blockrecruit.co.uk
Role description:	<p>If you are working in Block management but seeking a step up from an Assistant to a role which offers more autonomy, progression and your own portfolio, then this could offer the right opportunity for you.</p> <p>A small but expanding Residential Block Management Team in Buckinghamshire are now searching for a new Junior Block Manager to join their growing team, to manage a diverse portfolio of properties in the surrounding areas, delivering high quality Property Management services to Clients, ensuring compliance across the portfolio including H&S and FRA.</p> <p>You will have enjoyed working in the Block management industry for around a year and have developed a good understanding of the Block manager role and be skilled in providing a high quality of customer service. In your previous experience, you will have developed an understanding of the section 20 process, service charge budgets and have attended AGM's. In addition to this, you will have the ability to</p>

	<p>multitask and prioritise your own workload in order to provide the highest possible service levels.</p> <p>As the new Junior Block Manager, you will be joining a small and tight knit team of professionals, working collaboratively with other Property Managers, Legal Services Team, Administrators and Accounts Department in managing your own property portfolio of c25 developments.</p> <p>In this role you will be responsible for establishing and maintaining strong client relations, ensuring the compliance of the entire property portfolio, managing supplier relationships, actively sourcing new business opportunities and enhancing working practices to enhance service delivery and the company's reputation.</p> <p>As a Junior role, we are looking for someone who wants to step up and progress, receive training and support to develop your career and be confident in your role. You must have a desire to learn, progress and take on more responsibility.</p> <p>Minimum Requirements</p> <ul style="list-style-type: none">• At least 1 years previous experience within block management• Experience with Section 20 & Service Charge Budgets• Proven track record in delivering excellent customer service• Full UK driving license with own vehicle <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">• AIRPM or RICS Qualified <p>Salary Range & Benefits</p> <p>The salary on offer is between £20,000 - £25,000 PA dependent on your industry experience, along with company expenses (mileage, etc.). The Working Hours are Monday to Thursday, 9am - 5.30pm, with a 5pm finish on Fridays. You will have an hour for lunch. You will also have the opportunity to progress through your IRPM studies.</p> <p>Application Process</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 today to find out more.</p> <p style="text-align: center;">Contact: Mike Barlow www.blockrecruit.co.uk 020 3900 0401 mike@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/junior-property-manager-south-east-buckinghamshire-895.aspx