



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Junior Property Manager
Internal Reference Number:	3825
Closing date:	-
Salary:	£20,000 - £23,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Portsmouth
Contact details for applications:	Zoe Southwell zoe@blockrecruit.co.uk
Role description:	<p>The benefits of working with this company:</p> <ul style="list-style-type: none"> • Exposure to a large, varied residential property portfolio • Working with a company that will invest in your professional development & support growth in your career • Working for one of the leading brands in the industry • The chance to work for an award-winning company at an exciting point of growth <p>We're a national, continuously evolving 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, aimed at providing our employees with the resources to develop and grow into Property Management superstars!</p>

We're a company that values our employees. 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 their achievements. You'll get spruced up to attend industry events and team socials. 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. We remain on the same page and working towards achieving common goals by holding full company quarterly meetings (usually in a cinema!) to discuss objectives for the next quarter and hold mini award ceremonies for those that have exceeded expectations and been nominated by their peers.

An opportunity to join our ever-growing team has arisen, we're now on the lookout for a new Junior Property Manager to join our Portsmouth Team. Your role as our new Junior Property Manager will be a dual role. Your role will be to assist our busy Property Managers with the management of their portfolios to enable them to provide a great service to both residents and clients. This will include coordinating minor works, liaising with contractors to carry out repairs, dealing with enquiries over the phone and via email, sending out letters and notices, accompanying the Property Managers on-site inspections, taking minutes at AGM's and generally providing them with both hands on and administrative support. You'll also have responsibility for a small portfolio of your own, making this role an ideal role for someone who is currently working as an Assistant Property Manager and looking for more responsibility within a role, but with the support of a qualified team.

In time, we see this Junior Property Manager training alongside our Property Managers and obtaining industry related qualifications to then move onto becoming a fully confident, experienced Property Manager.

The ideal person for this role would be someone with passion, energy and ambition. You must be customer focused and able to build and maintain strong working relationships. You must be able to remain professional and work effectively in sometimes high-pressured situations, and you must also be a good problem solver.

Minimum Requirements

- Block Management experience at an Administrator or Assistant level
- Excellent administration skills

	<ul style="list-style-type: none"> • Excellent communication and customer service skills • A willingness to learn • Ambition and drive <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 our 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"> • Industry related qualifications such as IRPM / RICS / IOSH or other property related qualifications <p>Application Process</p> <p>Once we have received your CV you can expect to get a call or email within 1 week.</p> <p>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>For more information, please do not hesitate to get in touch. Do not miss out on the opportunity to be a part of one of the best in the industry!</p> <p style="text-align: center;">Contact: Zoe Southwell</p> <p style="text-align: center;">www.blockrecruit.co.uk 020 3900 0401 zoe@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/junior-property-manager-south-east-hampshire-725.aspx</p>