



JOB ADVERT - Details

Company:	Block Recruit
Role title:	PA/Office Manager
Internal Reference Number:	3805
Closing date:	-
Salary:	£30,000 - £32,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	North West London
Contact details for applications:	Jenny Dines jenny@blockrecruit.co.uk
Role description:	<p>As a company, we're experts in Property Management and we excel at what we do. Operating across multiple high-end new build developments, and with enviable relationships with the industry's best Developers, we're an established national brand with a reputation for quality.</p> <p>Recognised at industry events, we feel extremely proud of our award-winning staff members and of our company accreditations. Our hard-working team are an incredibly bright bunch and we invest in them, and work together with them, for the success of the brand.</p> <p>Our standards are high, and this is reflected in the service we offer. You'll be part of a team dedicated to delivering an excellent experience, engendering trust with clients (we currently have a 96% customer satisfaction score) and displaying value across the board.</p>

Valuing our team as well as our clients we believe that our foundations are our staff, and that retaining them is the key to our success in the future.

We're now looking for the next member of our team, a **PA / Office Manager** to our Regional Operations Director and London office. This Director is a customer focused, driven individual who has worked within the property industry for over 10 years. They head up our London team and oversee the management of our large and complex London developments. They love a challenge, enjoy taking on new schemes and has gained numerous qualifications whilst working for us. Your role as PA / Office Manager will include but will not be limited to the below duties:

- Supporting the Directors in their day to day roles.
- Email and Diary Management.
- Liaising with high profile clients.
- Email and written correspondence.
- Reporting back to the Directors on the offices KPI's.
- Day to day office management, including ensuring productivity is maintained.
- Proof reading reports and recording minutes in meetings.
- Identify and introduce new administrative/operating procedures.

The ideal person for this role would be someone that is passionate, personable and customer focused. We're looking for someone that can bring new ideas to the table, someone that can suggest new ways of working to better us as a team. You must be confident in your ability to support our Directors and keep the team in check

Minimum Requirements

- Excellent organisational skills and attention to detail
- Confidence when managing an office and working with company Directors
- Experience working in the residential property sector
- Well versed in the use of IT systems and communication at all levels

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.

	<p>Desirable Requirements</p> <ul style="list-style-type: none"> • Previous experience in an Executive PA role • Experience working to the expectations of high net worth clients • Property specific qualifications would be desirable but not essential <p>Salary Range & Benefits</p> <p>This position is offering between £30K – £32K depending on experience and qualifications.</p> <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>Apply today to work with a renowned name in Block Management!</p> <p style="text-align: right;">Contact: Jenny Dines</p> <p style="text-align: right;">www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/pa--office-manager-london-north-west-london-714.aspx</p>