



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Property Manager
Internal Reference Number:	4000
Closing date:	-
Salary:	£35,000 - £38,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Central London
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"> • Excellent Benefits Package • Exposure to New Builds • Flexible & Fun Office Environment • Manageable London Portfolio <p>You are a good communicator, an expert Property Manager and dedicated to providing a high-quality service to your clients and residents. But you feel undervalued and just don't have the chance to be able to deliver a service you can be proud of... Keep reading for the solution!</p> <p>Our client has an established reputation in the industry and work with some of the biggest housebuilders in the UK. We now require an experienced Property Management professional to join their team in Central London to be responsible for managing a portfolio of 11</p>

Blocks (c650 units) working with Developers as well as RMC's. You will be responsible for overseeing the site staff at your buildings, as well as having an Assistant Property Manager Directly reporting into you and supporting you with the management of your properties.

We are looking for someone who enjoys a lively and fast paced role with a fun and social team working environment. You will be part of a larger organisation but have the benefits of working with a smaller team. If you have a good sense of humour and enjoy a supportive yet fun team atmosphere, then this could be a great fit! You won't be micromanaged in your role, but given the support, autonomy and flexibility to be able to manage your properties effectively.

You will have at least 3-4 years' experience as a Property Manager, having dealt with the full spectrum of the role including Site Visits, Directors meetings, AGM's, Section 20, Major works project, Creation and management of Service Charge Budgets and overseeing contractors. You will be a good communicator, leader and problem solver.

Minimum Requirements

- 3-4 Years Block Management Experience
- Experiencing Managing a London Portfolio
- Assertive and Confident Communicator
- IRPM Qualifications

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

- Experience Managing New Build Properties
- MIRPM or RICS Qualified
- Experience managing Site Staff
- QUBE Experience

Salary Range & Benefits

The salary on offer is between £35,000 - £38,000 PA depending on experience and qualifications. The working hours are 9am – 5.30pm, Mon – Fri with a degree of flexibility. Benefits include 26 days holiday, plus your birthday and bank holidays, Time-off in lieu for AGM's and Healthcare package.

	<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 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/property-manager-london-central-london-891.aspx