



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Property Manager
Internal Reference Number:	685
Closing date:	-
Salary:	£28,000 - £32,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Essex
Contact details for applications:	mike@blockrecruit.co.uk 020 3900 0401
Role description:	<p>The benefits of working with this company:</p> <ul style="list-style-type: none"> • Exposure to a large, varied portfolio that is continuing to grow and grow! • 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 • A stable, solid career path which will provide you with numerous opportunities <p>We're a national, award-winning 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</p>

at providing our employees with the resources to develop and grow into Property Management superstars!

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 looking for a Property Manager to join us in our Harlow office. We'd describe this office as "organised chaos", it's a busy office and we all bounce off each other's vibes. We enjoy a laugh and have been known to hold hoverboard races round the office but we do get our heads down and work hard to achieve success. We are all very driven and focused so don't mistake us for anything less than hardworking.

As our new Property Manager, you will effectively manage and provide a full Property Management service to an assigned portfolio of residential developments. This will include carrying out site inspections, preparing service charge budgets, managing works, issuing Section 20 notices, dealing with contractors and attending AGM's.

The ideal person for this role would be someone with passion, energy and experience. You must be customer focused and able to build and maintain strong working relationships with clients and leaseholders alike.

You must be able to remain professional and work effectively in sometimes stressful and high-pressured situations (after all, we work in Property Management!), you must also be a good problem solver. Ideally, you'll be IRPM qualified and if not, be willing to work towards completing the exams.

Minimum Requirements

- Experience managing a residential leasehold portfolio
- A focus on customer service and being able to deliver a quality service
- A team player that can also work effectively as an individual

	<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"> • Industry related qualifications such as IRPM / RICS / IOSH <p>Salary Range & Benefits</p> <p>This position is paying £28,000 - £30,000 for the successful candidate plus a number of attractive benefits.</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>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!</p> <p style="text-align: center;">Contact: Mike Barlow</p> <p style="text-align: center;">www.blockrecruit.co.uk 020 3900 0401 </p> <p style="text-align: center;">mike@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/property-manager-south-east-essex-685.aspx