



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	3847
<b>Closing date:</b>	-
<b>Salary:</b>	£30,000- £40,000
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Essex
<b>Contact details for applications:</b>	Mike Barlow mike@blockrecruit.co.uk
<b>Role description:</b>	<p><b>Why should you work for this company?</b></p> <ul style="list-style-type: none"> <li>• The support and structure of a larger company</li> <li>• Working for a leading brand in Block Management</li> <li>• Working for a company with strong systems and processes in place</li> <li>• Flexibility within the role – the rare chance to work from home!</li> </ul> <p>We are a company with an extensive knowledge of Residential Property, through years of ingraining ourselves in the Block Management sector, we have gained vast experience and expertise. We have worked hard to build our reputation and standing within the industry, and we continue to benchmark our standards and service by being proud members of ARMA.</p>

We manage a large and varied portfolio across the UK, comprising large mixed-use schemes and simple housing estates.

We are now looking to recruit a Property Manager / Block Manager to join our hardworking team. Your role as our new Property Manager / Block Manager will be to cover all aspects of Block Management, being assigned a full residential portfolio, acting as a liaison point with key clients on a day to day basis, ensuring that a quality service is delivered at all times. Your role will therefore include carrying out site inspections, managing contractors, overseeing major works, issuing Section 20 notices, chairing AGMs, and preparing and managing Service Charge budgets.

We also believe in flexibility in the role, we understand you need it working in Block Management! We understand you need to prioritise and manage your own working week. We therefore allow our people to work from home and manage their days around regular site visits.

#### **Minimum Requirements**

- 2+ years' Block Management experience
- Excellent communication and customer service skills
- A full working knowledge of Service Charge budgets, Section 20 notices and relevant law/regulations (Landlord & Tenant Act 1985)
- Experience in chairing AGMs and carrying out site inspections

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**

- Industry related qualifications such as IRPM / IOSH / RICS

#### **Salary Range & Benefits**

This position is paying £30,000 - £40,000 per annum for the successful candidate.

#### **Application Process**

Once we have received your CV you can expect to get a call or email within 1 week.

	<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><b>Do not miss out on the chance to join a well-known brand in a flexible role!</b></p> <p style="text-align: center;"><b>Contact: Mike Barlow</b></p> <p style="text-align: center;"><a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:mike@blockrecruit.co.uk">mike@blockrecruit.co.uk</a></p>
<b>Company website (optional):</b>	<a href="https://www.blockrecruit.co.uk/job/home-based-block-manager-south-east-essex-754.aspx">https://www.blockrecruit.co.uk/job/home-based-block-manager-south-east-essex-754.aspx</a>