



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Property Manager
Internal Reference Number:	3876
Closing date:	-
Salary:	£35k - £37k per annum + benefits
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Harlow
Contact details for applications:	Zoe Southwell zoe@blockrecruit.co.uk
Role description:	<p>What will joining this company do for your career?</p> <ul style="list-style-type: none"> • The chance to work for a company that will invest in your professional development and support growth in your career • Working for an industry leading brand that have been awarded titles such as “Employer of the Year”, “Property Management Company of the Year” and one of the “Best Places to Work in Property in 2018” • A chance to work alongside some of the most respected professionals in the Block Management industry • A fantastic team culture and work environment • A stable, solid career path which will provide you with numerous opportunities <p>About the Company</p>

We're a national, award-winning Property Management Company that continuously challenges the norm of the industry we work in. 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.

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 our achievements. You'll get spruced up to attend industry events and team socials. Two high points on our calendar are our summer and Christmas parties – both opportunities to pat ourselves on the back for our hard work and to enjoy socializing 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.

We're different to the rest. To us, you'll never be just a number. We know this is a big promise, especially for a company of our size, but our amazing, extremely dedicated Senior Management Team are always ensuring we remain as one, and not a large corporate machine. We have plans to be the biggest and the best in the industry, but we know that's only possible if we do it together.

A chance to join our ever-growing team has arisen and as such, we're looking for a Property Manager to join us on our mission to change the way the industry works. 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.

You'll be based from our office in Harlow. We'd describe this office as "organised chaos" (in a good way!), it's a busy office and we all bounce off each other's vibes. We enjoy a laugh and have been known to hold hover board races around 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!

We have a full break out area complete with ping-pong and pool tables, surrounded by pictures of our team from over the years. We also have a full kitchen and seating area, so you can enjoy your lunch away from your desk.

Minimum Requirements

- 3 years' Block Management experience, managing your own portfolio
- A full working knowledge of the Landlord & Tenant Act 1985
- Experience in preparing budgets, the s.20 consultation process and chairing AGMs
- Excellent customer service skills – the ability to build and maintain strong relationships with clients and residents alike!

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 / RICS / IOSH
- Experience in managing site staff

Salary Range & Benefits

This position is paying a competitive salary of up to £35,000, £37,000 per annum for the successful candidate plus an attractive benefits package.

Application Process

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>Do not miss out on the chance to join the best! For more information on this role, or to discuss how you could become a part of the family, please do not hesitate to get in touch today.</p> <p>Contact: Zoe Southwell www.blockrecruit.co.uk 020 3900 0401 zoe@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/property-manager-south-east-essex-782.aspx