



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Property Manager
Internal Reference Number:	3920
Closing date:	-
Salary:	£25K - £27K + Company Car
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Liverpool
Contact details for applications:	Jamie Barker Jamie@blockrecruit.co.uk
Role description:	<p>What are the benefits of joining our company?</p> <ul style="list-style-type: none"> • Support and structure of a leading property brand • Progression through industry qualifications and training • Access to a national network of offices and professionals • Company car, laptop and phone • Room to progress as we continue to expand <p>We're a well-established, national property consultancy brand. With an expanding and diverse Commercial and Residential portfolio, we possess a wealth of experience in the property market. We operate throughout Great Britain and offer our clients a comprehensive management service, covering all aspects of Property Management.</p>

Despite being a large company, our team is extremely important to us! With this in mind, we'll value you and help you get to where you want to be in your career. We'll invest in your personal and professional development, supporting you through industry related training and qualifications such as the IRPM.

We are now on the lookout for an enthusiastic Residential Block Manager to integrate into our family. You'll be joining us in our offices in the heart of Liverpool. Here, we are a team of hardworking, driven professionals who all work together to achieve our goals. We work hard to manage our portfolios effectively, but as a close-knit team, we know we can rely on each other for support and have a laugh.

You will be provided with a brand-new company car, so you'll always look forward to site visits! Your new role will also include carrying out preparing service charge budgets, managing works, issuing Section 20 notices, dealing with contractors and attending AGM's.

As our perfect property manager, you will be hardworking and customer focused. You'll have excellent verbal and written communication skills, alongside great attention to detail. We will of course be there to guide and support you every step on your way to success!

Minimum Requirements

- 2 Years' Block Management experience
- Experience preparing service charge budgets, the s.20 consultation process and attending AGMs
- A focus on customer service and being able to deliver a quality service
- A full UK driving licence

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 qualifications such as IRPM/RICS/a property related degree

	<p>Salary Range & Benefits</p> <p>This position is paying a salary of £25K - £27K, plus a number of benefits – such as a brand-new company car and phone</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 this fantastic opportunity to join a leading brand!</p> <p style="text-align: right;">Contact: Jamie Barker</p> <p style="text-align: right;">www.blockrecruit.co.uk 020 3900 0401 jamie@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/property-manager-north-west-merseyside-814.aspx