



JOB ADVERT - Details

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| Company: | Block Recruit |
| Role title: | Property Manager |
| Internal Reference Number: | 3979 |
| Closing date: | - |
| Salary: | £25,000 - £30,000 PA |
| Working Hours: | - |
| Temporary / Fixed Term / Permanent contract: | Permanent |
| Location: | North West London |
| Contact details for applications: | Mike Barlow mike@blockrecruit.co.uk |
| Role description: | <p>We are a firm that values its staff. We look for new ways to help our staff develop and grow whether that be supporting you through industry relevant qualifications or in-house training. We'll put our focus on you because we know that the success of the business is down to those that work for us.</p> <p>Our aim is to raise industry standards by delivering a high standard service to our clients and ensuring our staff have job satisfaction. We aim to go above and beyond what is expected of us in order to provide this level of service as we understand the importance of doing a good job for our clients. Our team is dynamic, ambitious and has evolved quickly. We all work to achieve common goals and always put forward new innovative ideas that will help us stand out from the crowd. We have years of combined knowledge and expertise meaning we know our field and can guide you through your career with us.</p> |

We're looking for a Property Manager to join our team. Your role will be to Proactively Manage a portfolio of Properties, providing only the highest levels of customer service in line with our company goals. This will include ensuring legal compliance of your buildings, dealing with customer queries quickly and effectively, creating and managing budgets alongside the accounts team, carrying out site inspections, complying with H&S and Fire Risk regulations, arranging for maintenance works to be carried out, managing Section 20 works, attending and minuting AGM's.

It is key for the new Property Manager to have experience in Block Management, as you will be given autonomy in the management of your workload and portfolio. You must have a desire to progress your career through continual learning and development, as well as having confident and effective communication skills.

Minimum Requirements

- Strong Customer Focus
- Property Management Experience
- Desire to Progress within the Business
- Excellent Communication Skills
- Strong Computer Skills
- Team working Skills

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 with QUBE Software

Salary Range & Benefits

The salary on offer is dependent on your industry experience, this will range from £25,000 - £30,000 PA. The working hours are Mon – Friday 8.30am – 5.30pm with a 5pm finish on Fridays. Training and development will also be offered.

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| | <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>Excellent opportunity to progress in Block management.</p> <p>Contact: Mike Barlow</p> <p>www.blockrecruit.co.uk 020 3900 0401 mike@blockrecruit.co.uk</p> |
| <p>Company website (optional):</p> | <p>https://www.blockrecruit.co.uk/job/property-manager-south-east-hertfordshire-875.aspx</p> |