



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	3981
<b>Closing date:</b>	-
<b>Salary:</b>	£30,000 - £35,000 PA
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Barnet, North London
<b>Contact details for applications:</b>	Holly Payne talentresourcing@blockrecruit.co.uk
<b>Role description:</b>	<p>We are a small, yet quickly expanding family run company, based in North London. Covering <b>Block Management</b> and Estate Agency, we're a company whose passions lie in providing excellent customer service. We're currently on the lookout for a driven and passionate <b>Property Manager</b> to join our close-knit team and help take our Block Management arm to new heights!</p> <p>Working closely with the rest of the Block Management team, you will be responsible for Managing your own portfolio of properties in North London &amp; the surrounding areas, overseeing property compliance, FRA, H&amp;S, site inspections, section 20 works, managing maintenance works and contractors as well as creating &amp; managing Service charge budgets.</p> <p>We work closely together, so you must be a strong team player who enjoys working in an energetic and friendly environment and enjoys</p>

the fast pace and challenges that Block Management presents. We are a firm that is moving forward and actively expanding this arm of the business, so you will play a crucial part helping the company move forward by providing a high quality of service.

As our ideal candidate, you will have passion, energy and be customer focused. You will also possess great time management and organisation skills, alongside a good understanding of relevant legislation. We're looking for someone who isn't afraid of a challenge and working hard to achieve their goals. We will of course be there to guide and support you every step on your way to success.

#### **Minimum Requirements**

- 1-2 years Block Management experience
- Full working knowledge of S20 & Service Charge Budgets
- Experience managing compliance with current legislation
- Strong Team Player
- Excellent Written & verbal Communication 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**

- Industry Relevant Qualifications such as IRPM or RICS
- Experience using Propman software

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

The salary on offer is dependent on your experience in the industry, the range on offer is between £30,000 - £35,000 PA. The working hours are 9am - 6pm, Monday to Friday, with 20 days Annual leave plus bank holidays and Christmas Shutdown. You will also receive further support through industry qualifications.

#### **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><b>Get in touch now to find out more.</b></p> <p>Contact: Mike Barlow <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:</b>	<p><a href="https://www.blockrecruit.co.uk/job/property-manager-london-north-london-879.aspx">https://www.blockrecruit.co.uk/job/property-manager-london-north-london-879.aspx</a></p>