

JOB ADVERT - Details



Company:	Block Recruit
Role title:	Property Manager
Internal Reference Number:	3802
Closing date:	-
Salary:	£30,000 - £40,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	South London
Contact details for applications:	Jamie Barker jamie@blockrecruit.co.uk
Role description:	<p>Are you looking to join an ambitious and supportive company where you can progress long term?</p> <p>We're a developing and dedicated company who specialise in Block Management, Commercial Property and Lettings across South London and Surrey. Now a leading company in the area, we strive to provide a structured and high standard service within a great working environment.</p> <p>With plans in place for future expansion, we are now on the lookout for an experienced Block Manager to join our close-knit team in South London. Working from our modern offices, you will oversee a portfolio of local blocks within the M25, so you'll never have to drive for long to get to sites. Plus, you'll be provided with a company pool car to use for all visits.</p>

	<p>This is an exciting opportunity to develop with an expanding company. You will have great opportunity to progress as we continue to grow, moving into a senior level position. We also always invest heavily in our staff's learning - employee development is paramount to us and so we'll happily progress you through industry related qualifications and training.</p> <p>Your new role will include carrying out site inspections, preparing service charge budgets, managing works, issuing Section 20 notices, dealing with contractors and attending AGM's. You will be provided with time in lieu for AGMs and have support with accounts and admin functions, allowing you to focus on providing the best service</p> <p>As our perfect property manager, you will be enthusiastic, ambitious and hardworking. You'll have excellent verbal and written communication skills, alongside great attention to detail. We're looking for someone to be a key member of our team and thrive with us long term. We will of course be there to guide and support you every step on your way to success!</p> <p>Minimum Requirements</p> <ul style="list-style-type: none">• 2 Years' Block Management experience• To be enthusiastic, hardworking and customer focused• Excellent written and verbal communication skills• A full UK driving licence <p>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.</p> <p>Desirable Requirements</p> <ul style="list-style-type: none">• Industry qualifications such as IRPM/RICS/a property related degree <p>Salary Range & Benefits</p> <p>This position is paying between £30,000 - £40,000, depending on experience, plus a number of benefits such as progression through industry qualifications</p>
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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.</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 progress your career!</p> <p>Contact: Jamie Barker</p> <p>www.blockrecruit.co.uk 020 3900 0401 jamie@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/property-manager-london-south-london-711.aspx</p>