



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Part Time Block Manager – Home Based
Internal Reference Number:	3884
Closing date:	-
Salary:	£22k - £24k pro rata + car allowance
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Norfolk/Suffolk
Contact details for applications:	Jenny Dines jenny@blockrecruit.co.uk
Role description:	<p>We're currently on the lookout for a new Part Time Block Managers to join one of the top names in leasehold management in East Anglia. This super flexible, home based role will be managing a residential portfolio across Norfolk / Suffolk with the support of the firms' head office (full support staff and senior management) who're just down the road in Norwich. This role is perfect for those who are confident in leasehold management and can work autonomously from home! Your time managing a small portfolio will be spread across a 20 – 25 hour week, flexible hours to suit you!</p> <p>As their ideal new Property Manager, you'll come with around 2 years' experience managing a residential leasehold portfolio. You'll be well versed in setting/managing service charge budgets, conducting regular site visits to adhere to health and safety regulations and maintaining excellent presentation, organising and hosting AGMs, maintaining excellent communication with</p>

leaseholders/clients/directors, regularly reporting to clients and senior management and planning and overseeing sections 20 major works as well as day to day maintenance jobs with contractors.

Minimum Requirements

- 2 years' experience managing residential leasehold portfolios
- A full working knowledge of service charge budgets and section 20 notices
- Excellent communication skills both over the phone and face to face
- A full UK driving licence and your own vehicle

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, RICS or IOSH
- The drive and ambition to work towards further qualifications
- Experience managing developments in the Norfolk or Suffolk regions

Salary Range & Benefits

This position is offering a salary of between £22K and £24K pro rata depending on your experience, so a take home salary of between £12K - £16K. You'll also receive a car allowance, competitive holiday allowance, support through qualifications with the IRPM and RICS, a phone/laptop/printer, commission for new business and private healthcare. This role also offers the flexibility of part time home working as well as a supportive team in the companies Norwich office.

Application Process

Once we have received your CV you can expect to get a call or email within 1 week.

	<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>Get in touch with Jenny today to find out more about working with a reputable brand and utilising your experience in residential Block Management!</p> <p style="text-align: center;">Contact: Jenny Dines</p> <p style="text-align: center;">www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/block-manager-part-time-home-based-east-anglia-norfolk-787.aspx