



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Premier Portfolio Specialist
Internal Reference Number:	560
Closing date:	-
Salary:	£40,000 - £45,000
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Central London
Contact details for applications:	zoe@blockrecruit.co.uk 020 3900 0401
Role description:	<p>We're a growing, evolving Property Management company operating nationally and reaping the rewards of success.</p> <p>Having experienced such rapid growth (in terms of an increasing portfolio of clients, sites to manage and an expanding workforce), we now have exciting new plans in place to help drive the business forward, implementing stronger processes and procedures along the way to support our growth whilst also launching new training and development concepts internally. One of these being a bespoke internal training academy designed specifically for us, aimed at providing our employees with the resources to develop and grow into Property Management superstars. Lots of plates spinning, but it's never a dull day in Property Management!</p> <p>Our success has recently seen us launch a new division within the company, our Premier brand. This division specialises in managing the prime, Central London developments within our portfolio, comprising</p>

	<p>prestigious, high-end, high net worth blocks. Although this division only launched at the end of last year, we've already got a number of sites under our management, a growing team and a number of sites still remain in our very strong pipeline.</p> <p>We therefore are now in need of an experienced, driven Property Management professional to join our team to manage these developments whilst also supporting the Head of Premier with further growth and establishing the brand. Your role will therefore include day to day Property Management duties such as preparing and managing budgets, carrying out site inspections and overseeing works projects. The portfolio will include new build estates which will also mean your role will include liaising with a number of reputable Developers and ensuring the smooth transition of the developments into the portfolio.</p> <p>As our aim is to provide the best service, you will only be managing a small handful of developments within your portfolio. With the estates being larger and the clientele having a high net-worth, it's paramount that you have the time and resources to provide a quality service.</p> <p>The ideal person for this position would be someone personable, professional and passionate. You must have excellent communication and customer service skills as well as experience in managing a (preferably high-end) portfolio. You must possess a strong technical knowledge and ideally experience working with new build developments. You must be a strong team player but be able to work effectively and efficiently as an individual.</p> <p>Minimum Requirements</p> <ul style="list-style-type: none">• Experience managing residential developments.• Exceptional customer service, communication and organisational skills.• A full working knowledge of relevant Landlord & Tenant Act 1985, Service Charge budgets, Section 20 consultation and experience in chairing AGMs. <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>
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	<p>Desirable Requirements</p> <ul style="list-style-type: none"> • Industry related qualifications such as IRPM / RICS / IOSH • Experience managing site staff • Experience managing new build developments <p>Salary Range & Benefits</p> <p>This position is paying a starting salary of £40,000 - £45,000 for the successful candidate, along with a number of attractive benefits.</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 on this position, please do not hesitate to get in touch. Do not miss out on this great opportunity to further your career with a leading brand.</p> <p>Contact: Zoe Southwell www.blockrecruit.co.uk 020 3900 0401 zoe@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/premier-portfolio-specialist-london-central-london-560.aspx</p>