



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Property Assistant
Internal Reference Number:	4044
Closing date:	-
Salary:	£20K – £25K depending on experience
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Borehamwood
Contact details for applications:	Jenny Dine talentresourcing@blockrecruit.co.uk
Role description:	<p>Have you spent a little time in the Property Management industry and aren't too sure where to go next? Maybe you've been working in an admin/support role and would like to take on a slightly different challenge... If so, this role could be a great fit! We're on a lookout for someone who's got a good base knowledge in Residential Leasehold Property / Ground Rent to work with a Freeholder who look after a national portfolio! In this role, you'd work with a dedicated team on Leaseholder Queries, Ground Rent Accounts and a range of admin duties needed to support the business.</p> <p>This company are looking for someone who's worked in Leasehold Property so that you understand the basics such as the terminology, ground rent, leases and the role different companies in Leasehold Management play. In this role, you'll be communicating with Leaseholders so a good understand of the industry is key, although you won't be managing any Blocks of Apartments yourself, so you won't be doing evening meetings! Excellent attention to detail and organisational skills are also key in this role as well as communication</p>

	<p>and pride in your work. You'll be joining a hard-working team who also celebrate their successes and enjoy a happy workplace together, advising that they work hard and play hard! Here you'll be supported and appreciated for the long term.</p> <p>Minimum Requirements</p> <ul style="list-style-type: none"> • Leasehold property experience, working in a supporting role • Excellent communication, organisational and IT skills • A strong work ethic, able to work proactively under your own initiative <p>Salary Range & Benefits</p> <p>This position is offering between £20K - £25K per annum plus a good holiday allowance, benefits package and a great place to work!</p> <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.</p> <p>Apply today to utilise your skills and property knowledge!</p> <p style="text-align: center;">Contact: Jenny Dines www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/client-services-advisor-924.aspx</p>