



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Property Coordinator
<b>Internal Reference Number:</b>	3809
<b>Closing date:</b>	-
<b>Salary:</b>	£23,000 - £25,000 PA
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	North West London
<b>Contact details for applications:</b>	Jenny Dines jenny@blockrecruit.co.uk
<b>Role description:</b>	<p>A fast paced, North West London based Managing Agent are currently hiring for a new <b>Property Coordinator</b> to join their team of Leasehold Experts who manage luxury apartment blocks across the city! This role would be an office based, <b>Assistant Property Manager</b> vacancy supporting Block Managers, Senior Block Managers, Company Directors and teams of site-based staff to ensure excellent levels of service across the company's portfolio.</p> <p>If you're looking for a career in an exciting property sector, then this opportunity is not to be missed. This company are working with some of London's most reputable Developers on high end estates and here you'll gain valuable experience that will set you up well to progress into a <b>Block Manager</b> role in time. With support through the <b>IRPMs</b> nationally recognised qualifications as well as internal training, here you'll encouraged to progress in your career.</p>

Your main duties will include:

- General day-to-day administration
- Deal with incoming and outgoing correspondence and emails
- Assist in setting up records and procedures for developments including establishing service contracts, mail-shots to residents, liaising with the finance department regarding charges
- Be the first point of contact on the telephone for residents, contractors and clients
- Deal with routine matters and pass more complex matters to Block Managers
- Liaise with residents and contractors regarding routine repair and maintenance requests
- Administer and monitor insurance claims across the portfolio
- Liaise with finance department and auditors regarding preparation and distribution of each development's annual service charge accounts
- Arrange and give notice of Annual General Meetings and prepare/distribute minutes
- Undertake other general duties as required to support Senior Management

#### **Minimum Requirements**

- Office based administration experience
- Excellent communication skills via phone and email
- A strong IT and customer service background

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 our website, so we can stay in touch and let you know when other roles to come up.

#### **Desirable Requirements**

- Previous experience in a Block Management Support Role
- And understanding of the Leasehold Property Management Sector
- Experience using Qube software systems

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

This position is offering between £23K – £25K depending on experience.

	<p><b>Application Process</b></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 career chat today!</p> <p><b>Get in touch today to kick start your Property Career with one of the best!</b></p> <p style="text-align: center;">Contact: Jenny Dines</p> <p style="text-align: center;"><a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:jenny@blockrecruit.co.uk">jenny@blockrecruit.co.uk</a></p>
<p><b>Company website (optional):</b></p>	<p><a href="https://www.blockrecruit.co.uk/job/property-coordinator-london-north-west-london-712.aspx">https://www.blockrecruit.co.uk/job/property-coordinator-london-north-west-london-712.aspx</a></p>