



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	3989
<b>Closing date:</b>	-
<b>Salary:</b>	£37,000 - £40,000 depending on experience
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Central London
<b>Contact details for applications:</b>	Holly Payne talentresourcing@blockrecruit.co.uk
<b>Role description:</b>	<p>A high end, Central London portfolio, exciting projects to get stuck into and a supportive team await the <b>Block Manager</b> we're looking for!</p> <p>In this <b>Leasehold Management</b> role, you will be to provide the best possible levels of service to a small yet high-end portfolio in prime, Central London, so you'll naturally be customer focused, efficient and driven. The clients you'll be working with are aware of this companies' envious high standards in this industry and so they're looking for someone that can continue to go that extra mile, keeping the clients well informed and maintaining strong relationships.</p> <p>This Managing Agents are firm believers in investing in their <b>Property Managers</b> and recognise they are the core of their business. Upon joining them, they will assess your skill set and help you to grow personally and professional, supporting you through industry related training and qualifications as well as offering support and guidance in the job role.</p>

They're a small team and their office has a warm, approachable feeling. Senior Management are there to help, guide and encourage you and also love to learn from the team around them. They're a close-knit group and they recognise their peoples' efforts and achievements as well as celebrating the company as a whole by attending events and awards where they're regularly recognised!

#### **Minimum Requirements**

- 2 years' experience managing a residential leasehold portfolio
- Experience setting service charge budgets, processing section 20s and holding AGMs
- Excellent customer service, IT and communication skills

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**

- IRPM, RICS, IOSH or NEBOSH qualifications
- Previous experience managing high end developments and site-based staff
- A background in managing multiple major works projects

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

This position is offering between £37K - £40K depending on experience plus benefits, further training and support through industry qualifications with the IRPM.

#### **Application Process**

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. Give us a call for a confidential careers chat today!

**Get in touch today to manage a portfolio you can be proud of with the best levels of service possible!**

	Contact: Jenny Dines <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>
<b>Company website (optional):</b>	<a href="https://www.blockrecruit.co.uk/job/property-manager-london-central-london-883.aspx">https://www.blockrecruit.co.uk/job/property-manager-london-central-london-883.aspx</a>