



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Property Manager
Internal Reference Number:	4036
Closing date:	-
Salary:	£35,000 - £45,000
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	East Finchley, London
Contact details for applications:	Adam Bessant talentresourcing@blockrecruit.co.uk
Role description:	<p>What will joining this company do for your career?</p> <p>We are currently working on an exclusive role with one of the leading bespoke firm of Chartered Surveyors and Property Managers. We are expanding and looking for a passionate, self-motivated and committed Property Manager to be part of a growing business and someone who can make their own mark within our business. We are a small firm which has expanded naturally due to our extensive knowledge within the industry, but also through our high level of customer service and skill.</p> <p>Our property managers have their own portfolio's we manage entirely which makes the job interesting and maintaining good relationships with the clients which is a nice part of the job. We manage high end blocks in Hampstead, Highgate, Chelsea and the surrounding areas.</p>

We are proud of the blocks we manage and have a great rapport with clients which we pride ourselves on.

You'll need to be confident in dealing with the high-end clientele, well presented and well organised as they will start in the deep end. We have surveyors in house that do all the maintenance for these blocks, which is helpful as they can assess leaks and contract manage all major works.

Your role would consist of a variety responsibility including, financial management including budgets, accounts and client reports while issuing service charge and ground rent demands. Responding to residents' queries and managing emails- provide legal understanding of the Landlord and Tenant Act, Section 20 notices and related lease restrictions and covenant issues. You would be responsible for attending AGM's and taking minutes for residential blocks and liaising with external contractors and solicitors and looking after the management of all aspects of Health & Safety.

Minimum Requirements

- 2 to 3 years good professional work experience.
- IRPM qualified with experience of using Qube/MRI management system.
- Dealing with clients regularly and be computer literate in Word, Excel & Outlook.

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**

- Excellent communication skills
- Proactive and fast thinking approach

Salary Range & Benefits

This role is offering a high-end competitive salary depending on experience, with benefits consisting on healthcare as well as paid parking and expenses. 25 days holiday plus bank holidays.

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>Don't miss out on this opportunity and reach out to our team today!</p> <p>Contact: Adam Bessant www.blockrecruit.co.uk 020 3900 0401 talentresourcing@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/property-manager-920.aspx