



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	3992
<b>Closing date:</b>	-
<b>Salary:</b>	£35,000 - £37,000 Depending on Experience
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Southend-on-Sea, Essex
<b>Contact details for applications:</b>	Holly Payne talentresourcing@blockrecruit.co.uk
<b>Role description:</b>	<p>We are a subsidiary to a large investment firm. Our team is young, dynamic and professional and we are all career driven professionals that work hard to maintain our reputation and company image. As a company, we'll ensure you have job satisfaction and we'll look for ways to make sure you're engaged as staff retention is important to us. We'll invest in you and support you through industry related training days and qualifications, allowing you to better yourself personally and professionally.</p> <p>We are now seeking an enthusiastic and driven individual to join our team as a <b>Portfolio Manager</b>. The team is currently responsible for nearly 800 properties which are managed in-house and we are involved in a further 1,800 properties managed by alternative agents. We are ideally looking for somebody who sets themselves apart from the standard <b>Property Manager/Block Manager</b> and presents a knowledge base that extends to the property sector as a whole. Your role will involve:</p>

- Acting on behalf of one of the UK's largest freeholders
- Working as part of a small team delivering the reactive management of a large and varied portfolio of residential blocks located across the UK
- Dealing with queries both internally and from external sources on a day to day basis by phone, email and letter
- Joint ongoing performance monitoring of external managing agents; addressing issues and highlighting these to senior management
- Reviewing leases, legislation and land registry documents for guidance on legal matters
- Arranging repairs on a reactive basis and in compliance with CDM regulations; liaising with contractors, charge raising and invoicing
- Ensuring health and safety and legislative compliance of the managed portfolio. Co-ordinating health and safety reports and acting upon the findings contained within those reports
- Co-ordinating major works projects, the serving of statutory notices, acting as principal designer on smaller scale works and liaising with surveyors on larger schemes
- Providing guidance on incoming Right to Manage claims and working closely with our legal team to see these through to completion
- On occasion undertake meetings with residents with a view to preventing RTM/ enfranchisement claims
- Conducting site visits where necessary to meet with leaseholders, contractors or surveyors and to inspect works or repairs
- Other daily duties involve dealing with incoming phone calls (as part of a team) and assisting in the general running and administration of the company
- Continued IRPM/ ARMA development will be offered by the company to ensure the employee has a strong understanding of the surrounding legislative and contractual influences when managing property

The company prides itself on staff welfare and operates an incentive scheme where staff will obtain a financial bonus if exceptional tasks or projects are completed. The company also operates an 'Employee of The Month' scheme where £250 is awarded. Also, as mentioned above, we will support you through industry training and qualifications.

#### **Minimum Requirements**

	<ul style="list-style-type: none"> <li>• The candidate must be enthusiastic, organised and meticulous</li> <li>• 2 years' Block Management experience</li> <li>• A team player who also possesses the ability to manage their own workload and prioritise</li> <li>• Must be a strong communicator with good literacy skills</li> <li>• In addition to the above we are seeking someone with a strong entrepreneurial flair to complement our fast-paced and forward-thinking organisation</li> </ul> <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 our website, so we can stay in touch and let you know when other roles to come up.</p> <p><b>Desirable Requirements</b></p> <ul style="list-style-type: none"> <li>• Experience managing your own portfolio as a Property Manager</li> <li>• AIRPM qualified</li> <li>• Other industry related qualifications such as RICS / IOSH</li> </ul> <p><b>Salary Range &amp; Benefits</b></p> <p>This position is paying a competitive salary of £32K - £37K depending on experience plus benefits.</p> <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 careers chat today!</p> <p style="text-align: right;"><b>Contact: Jenny Dines</b>  <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-manager-south-east-essex-889.aspx">https://www.blockrecruit.co.uk/job/property-manager-south-east-essex-889.aspx</a></p>