



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	4035
<b>Closing date:</b>	-
<b>Salary:</b>	£30,000 Depending on experience
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Wickford, Essex
<b>Contact details for applications:</b>	Holly Payne talentresourcing@blockrecruit.co.uk
<b>Role description:</b>	<p>We are a company that is going places and we're inviting you to come on the journey with us...</p> <p>It's a very exciting time for you to join us. We're growing, evolving, developing and have formed excellent working relationships with several National Developers. These relationships have provided us with a stream of new developments to manage, some of which we are involved with right from the stage of planning permission.</p> <p>The current portfolio ranges from Essex to London with some being based in Kent, the bulk of the portfolio is New Build Developments. With a diverse portfolio and the chance to be involved with the Developer early in the process, this is a fantastic opportunity to expand on your current skill set and be exposed to the industry.</p>

As a company, we are very team-orientated, we all work together and support one another. We are a team made up of different ages and different backgrounds, we are a fun office, but we also work hard. We have systems and processes in place to ensure that we're able to deliver the best possible service to our clients and leaseholders as we're passionate about doing so.

Due to continued growth, we are now looking for a new Property Manager to join our team. Your role as one of our Property Managers will be to provide a fully professional and efficient Property Management service to a portfolio of developments. Your role will include carrying out site inspections, liaising with contractors, overseeing and managing major works projects, issuing S.20's, preparing budgets and attending AGM's.

The ideal Property Manager would be someone that is dynamic, personable and self-motivated. This role comes with the opportunity to really develop and there is a lot of progression available down the line with increased responsibility. You will be supported and offered the chance to train through the IRPM.

We're looking for someone easy-going and easy to get along with but also driven with the passion to succeed. At present we are a team of 8 (but we are growing!) a very friendly culture, looking for a real team player who will also be there to support others. We are looking for someone that is going to give us their commitment in return for a long-term career with a growing, exciting company that really does value its staff.

#### **Minimum Requirements**

- Block Management experience.
- A full working knowledge of Service Charge budgets, Section 20 notices and relevant law/regulations (Landlord & Tenant Act 1985).
- Experience in chairing AGM's and carrying out site inspections.

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.

	<p><b>Desirable Requirements</b></p> <ul style="list-style-type: none"> <li>• Industry related qualifications such as IRPM / RICS / IOSH</li> </ul> <p><b>Salary Range &amp; Benefits</b></p> <p>This position is paying a competitive salary of £30K depending on experience. 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!</p> <p><b>For more information on joining a growing, evolving close-knit team, get in touch today!</b></p> <p>Contact: Holly Payne <a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:talentresourcing@blockrecruit.co.uk">talentresourcing@blockrecruit.co.uk</a></p>
<p><b>Company website (optional):</b></p>	<p><a href="https://www.blockrecruit.co.uk/job/property-manager-916.aspx">https://www.blockrecruit.co.uk/job/property-manager-916.aspx</a></p>