



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Property Manager
Internal Reference Number:	4010
Closing date:	-
Salary:	£30K - £35K depending on experience
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Lymington
Contact details for applications:	Holly Payne talentresourcing@blockrecruit.co.uk
Role description:	<p>We are working closely with a Managing Agent in Lymington to look for an experienced Block / Property Manager required for a portfolio of leasehold blocks and estates. They're a small yet5 productive team, growing through recommendations and excellent levels of service in both leasehold and estate agency.</p> <p>In this role, you would be required to oversee a portfolio from the companies' office with very few site visits and no AGMs, a role which requires experience in setting/managing service charge budgets, section 20 major works and leaseholder / client communication, building excellent relationships across the board. This role will also be working with the wider team, mentoring from your experience and knowledge.</p> <p>Working in the heart of the market town of Lymington, you'll enjoy lunch breaks overlooking the picturesque harbour and walking to work across the cobbled streets. This company consider themselves a</p>

close-knit team, getting their heads down and working hard but also enjoying each other's company and working with a sense of humour.

The company Director is looking for someone who can get really stuck in in this role, utilising their experience and working autonomously. This role could lead to a more senior level in time as they're looking for a self-starter with excellent communication and problem-solving skills, traits needed to become a Senior Property Manager.

Minimum Requirements

- Experience managing a leasehold portfolio including section 20s and service charge budgets
- A can-do attitude, prioritising standards of service at all times
- Excellent IT, customer service 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

- Experience working with freeholder clients
- Industry qualifications such as IRPM, RICS, IOSH or NEBOSH
- Experience mentoring fellow team members

Salary Range & Benefits

This position is offering a salary of between £30K - £35K per annum, depending on experience, qualifications and may be slightly flexible for the right candidate.

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 work with a service driven Block Management company!

	<p>Contact: Jenny Dines www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
Company website (optional):	<p>https://www.blockrecruit.co.uk/job/property-manager-south-east-hampshire-902.aspx</p>