



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Property Manager
Internal Reference Number:	4001
Closing date:	-
Salary:	£30K - £35K plus benefits
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	South West London
Contact details for applications:	Holly Payne Talentresourcing@blockrecruit.co.uk
Role description:	<p>What will joining this company do for your career?</p> <ul style="list-style-type: none"> • Professional growth • Flexibility • Paid memberships, training and CPD • More exposure to Developers & the management of New Build developments <p>Are you passionate about customer service? We are working exclusively with a company who are currently seeking an experienced Property Manager to join their team in Chelsea, where they offer a full range of property search and property management services to individuals, companies, property funds and family offices. As a company, they manage c1000 units in the surrounding high-end, West London areas. They take more of a collaborative approach to management. Whilst you'll have autonomy of your own portfolio, the other Property Managers in the office are always aware of what's</p>

going on at each other's sites to ensure customer service can be delivered at all times, regardless of who's in the office. The company offers support in Industry training and qualifications which will further your career. They discuss more effective ways of working and look to develop their systems and processes to ensure they're bettering themselves as a business continuously.

You will need to be a **Block Manager** who is keen to grow in your career and show real passion towards your job, because this will shine through your work resulting in your client's trust and confidence that you will deliver your promise. You'll never just be a number working for this company. Your voice will be heard, and your ideas will be valued. We include our whole team in decision making, we work collaboratively and know that we are stronger together.

We are looking to find someone who is professional, organised and customer focused. You will need to be a great team player as they work collaboratively, so that everyone knows what is going on with each other's portfolio. Strong communication is key as you will need to be able to build secure relationships, meaning you need to be direct, open and honest. They want someone who is well presented so you will need to take pride in how you dress.

Minimum Requirements

- 2 – 3 years' experience in Block Management
- Strong communication skills across all platforms
- Experience with Service Charge Budgets, issuing S.20 notices and attending AGMs

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.

Desirable Requirements

- Industry relevant qualifications such as IRPM, AIRPM, RICS
- Previous experience managing High End portfolios

Salary Range & Benefits

The position is offering a salary of £30K - £35K depending on experience. Benefits include 25 days holiday plus bank holidays, pension, networking days, paid memberships, training, CPD and time off in leu for AGMs.

	<p>Application Process</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>For your chance to work with a company that will value you, apply today! If you want to discuss the role in more detail, please get in touch!</p> <p>Contact: Jenny Dines www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
Company website (optional):	