



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Senior Property Manager – Home Based
Internal Reference Number:	3980
Closing date:	-
Salary:	£40,000 - £45,000 + Benefits
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Sheffield
Contact details for applications:	Holly Payne talentresourcing@blockrecruit.co.uk
Role description:	<p>Are you currently working in Block Management, seeking autonomy, flexibility and the potential of future career progression?</p> <p>We're seeking a Property Management professional in Yorkshire to head up a small team who also work on a lettings portfolio, integrating new business to the portfolio and delivering an excellent level of service to a range of clients in the surrounding counties.</p> <p>To support you in working on a varied portfolio, this role is offering a home based set up, giving you autonomy to plan your own schedule, get your head down from home, regularly visit properties and pop into the office once a week or so to work with your team. You'll remain in regular contact with the office while you're out and about, directing what needs to be done on the day to day portfolio</p>

	<p>management/administration and providing support and guidance throughout.</p> <p>Meeting with clients, working on service charge budgets, managing section 20 major works projects, hosting leaseholder meetings, liaising with the team on minor maintenance works and resident queries, overseeing the team in managing rental properties, training and mentoring and conducting site visits will make up your day to day along with supporting the Director on New Business projects.</p> <p>For the right candidate, career progression could be on offer here. If you enjoy working on New Business and help move the portfolio forward, you could work your way up to Director level over time. This company are established property professionals and are seeking someone with a flexible approach and a good work ethic.</p> <p>Minimum Requirements</p> <ul style="list-style-type: none">• At least 3 years' experience in Block Management (inc. Service Charge, Section 20s)• Excellent communication, IT and customer service skills with attention to detail• A full UK Driving Licence and your own vehicle <p>If you don't meet the requirements, 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. Everyone is of value to us.</p> <p>Desirable Requirements</p> <ul style="list-style-type: none">• Team management experience• Industry relevant qualifications such as IRPM, RICS, ARLA, IOSH or NEBOSH• A background or some experience in Lettings Property Management <p>Salary Range & Benefits</p> <p>This position is offering a competitive salary of between £40K - £45K which is inclusive of a car allowance, you'll also receive a flexible working set up and good benefits.</p>
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	<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>Get in touch today to work a flexible role with a growing company!</p> <p>Contact: Jenny Dines www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/senior-property-manager-north-west-home-based-876.aspx</p>