



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Senior Property Manager
Internal Reference Number:	3824
Closing date:	-
Salary:	£30,000 - £34,000 + Car Allowance
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Salisbury
Contact details for applications:	Zoe Southwell zoe@blockrecruit.co.uk
Role description:	<p>With age comes experience and we're fortunate to have both in abundance. We're also proud to be staunchly independent with our residents firmly at the heart of every decision we make.</p> <p>Due to much hard work and endeavour, we're proud of managing a large portfolio of homes including retirement housing schemes, new build schemes and mixed-use developments. As a successful and established brand, in turn we've forged links with successful and established Developers, as well as commercial Freeholders. As part of our team you'll help us to maintain the excellent relationships we enjoy with both clients and residents. Both being of equal importance.</p> <p>When visiting the three bears' house Goldilocks was insistent that her chair be neither too big nor too small, but just the right size. Well Goldilocks was onto something in our opinion! Companies that are</p>

too big can't maintain an adequate service level, and those that are too small can't invest in the necessary systems to support their staff. We ensure that the number of properties we manage is in proportion to our staff numbers. Maintaining this equilibrium means that our standards of service and professionalism are never at risk, and that our Property Managers have a portfolio size that is manageable and 'just right'.

As you would expect from a brand with our longevity, our reach extends across the UK and we have several regional offices. So, it's essential that our staff have impeccable communication and customer service capabilities. We invest in our staff to hone their skills, as quite rightly, they are our most valuable asset. As such, they are trained in all aspects of Property Management, both in current legislation and good practice. We're certain that you'll be happy with us. A job for life doesn't only exist in fairy tales at our firm.

We are now looking for a new member of our team, a Senior Property Manager to be based in our office in Salisbury. Here, we're a small yet growing team of outgoing, focused, driven professionals that all operate as one team! Your role will be to be responsible for the day to day management of a portfolio of properties. Your portfolio will be made up of c450/500 units comprising leasehold flats and estates of houses. Your duties will therefore include preparing and managing service charge budgets, issuing Section 20 notices, attending AGM's and carrying out site inspections.

As our Senior Property Manager, you'll also have a Property Management Assistant assisting you with the management of your portfolio, and you'll therefore be responsible for training and guiding them, acting as a mentor.

You'll also support the Regional Manager in mentoring the wider Property Management team within the office and step into his shoes in his absence.

The ideal person for this role would be someone with Block Management experience, someone that has been managing their own portfolio. You will have knowledge of the Section 20 procedure, service charge budgets, major works and leases.

The ideal person would be someone that is a team player, someone that doesn't mind lending a helping hand to a colleague. You must be

	<p>someone with excellent communication and customer service skills along with the ability to build and maintain strong leaseholder and client relationships.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • At least 3 years’ 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 and carrying out site inspections. <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. Everyone is of value to us.</p> <p>Desirable Requirements:</p> <ul style="list-style-type: none"> • Industry related qualifications such as IRPM / RICS. • Experience managing office staff. <p>Application Process:</p> <p>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.</p> <p>For more information on this position, please do not hesitate to get in touch. Do not miss out on the opportunity to join a great team within a reputable brand that will invest in your development!</p> <p style="text-align: right;">Contact: Zoe Southwell</p> <p style="text-align: right;">www.blockrecruit.co.uk 020 3900 0401 zoe@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/senior-property-manager-south-east-hampshire-724.aspx</p>