



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Senior Block Manager
Internal Reference Number:	3994
Closing date:	-
Salary:	£35,000 - £40,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Central London
Contact details for applications:	Holly Payne talentresourcing@blockrecruit.com
Role description:	<p>We are a company that is going places and we're inviting you to come on a journey with us. With over a decade's worth of experience in property, we know that we have to be forward thinking to differentiate ourselves from our competitors and as such we have a refreshing approach to our work and implement a unique strategy. We work in both the commercial and residential sectors, with the backbone of our business being Asset Management but we also have Block Management, AST Management, Facilities Management and Building Surveying arms to our business.</p> <p>You will be part of our Block Management Team on the residential side of the business acting as the Senior Block Manager. Your role will be to manage of a portfolio of residential developments, providing a high-quality service to leaseholders and especially our clients - big named Developers, Investors and Freeholders that will need care and your attention. You will be responsible for managing around 15 sites (c400-500 units) made of varied properties including older stock, conversions and New Build sites.</p>

In addition to this, you will be responsible for offering guidance and assistance to more junior members of staff. You will be assisting the team and helping in training them whilst they support you with the management of the residential property portfolio.

Our portfolio is all within Central London, so you'll never be too far from one of the developments we manage. We're looking for someone that is going to stay with us long term and become one of the many long-standing members of staff we currently have. We want you to grow with us professionally and personally, becoming a real asset to our company. We can offer you a solid career path and we'll help you climb that ladder.

We work very hard in our office, but also have a fun, vibrant environment. We know that Property management can be a very challenging and demanding job, so we like to make sure that our team can enjoy downtime – you can take a moment on our roof terrace, enjoy a game of pool or head to the office bar at the end of the day... We enjoy a social environment, heading out on team trips to Ascot, or holidays away – we have been to Italy Skiing for the last couple of years.

The ideal person for this role would be someone that has Block Management experience with a “can-do” attitude. You must be someone that is personable, approachable and well presented. As our Senior Block Manager, you must have excellent communication and organisational skills and a desire to provide high quality service at all times.

We'll reward you for your hard work because with us you'll never just be a number. We will invest in you and support you through industry related qualifications. We'll make sure you're engaged in your role and enjoying your time with us. So, what can we offer you? Put very simply, we can offer you a career with a company that will value you, reward you, open doors for you and help you to be as successful as you desire. All we're asking for in return is your commitment.

Minimum Requirements

- 3 Years Block Management Experience
- IRPM Qualified or Willing to Study
- Excellent Communication Skills
- Ability to Work Well in a Team

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

	<p>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"> • MIRPM Or RICS Qualified <p>Salary Range & Benefits</p> <p>The salary on offer is between £35,000 - £40,000 PA depending on your industry experience. 20 days holiday plus bank holiday, increasing one day for each year of service. They also close between Christmas & New year. You will also be able to join the team trips and holidays!</p> <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 today!</p> <p>If this fun, vibrant office sounds good to you, get in touch to find out more.</p> <p>Contact: Mike Barlow www.blockrecruit.co.uk 020 3900 0401 mike@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/senior-block-manager-london-central-london-892.aspx</p>