



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Senior Block Manager
Internal Reference Number:	645
Closing date:	-
Salary:	£35,000 – depending on experience
Working Hours:	
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	West Midlands (County)
Contact details for applications:	jenny@blockrecruit.co.uk
Role description:	<p>Are you currently managing an overwhelming leasehold portfolio? Would you prefer a smaller number of large sites to focus on, where you can provide an excellent service rather than firefighting issues day to day? Working proactively is so much easier when you can plan your time and not feel stretched over too many sites, if this is what you're looking for in your next role then look no further!</p> <p>We're currently hiring on behalf of a well-respected, long standing Managing agent as they expand their team and take on a new Senior Block Manager! This new residential property superstar will take over 8 developments/blocks across Birmingham city centre, looking after one key client rather than a mix. So that means less evening meetings and a much smoother communication process!</p> <p>In this role, you'll be working from home/site visits 3 or 4 days a week and then spending 1 or 2 days a week in the companies Manchester office. The team in the office are a supportive, social and fun group who are passionate about Block Management. They enjoy</p>

an excellent office atmosphere and benefit from the knowledge, training and support of experience/senior industry professionals. Further training through the IRPM is not only provided but encouraged and they aim to promote form within wherever possible, helping their team to achieve their long-term career goals!

Day to day, you'll be working flexibly but still in regular contact with Senior Management, Support Teams and Site Based Staff to looking after a range of residential blocks. Service charge budgets, section 20s, client/leaseholder/contractor relations, day to day works, major works projects and refurbishments, AGMs, regular site visits, H&S and compliance will make up your day to day duties and this company like their **Property Managers** to think ahead, working towards long term improvements and client/leaseholder satisfaction.

Minimum Requirements

- At least 2 years' experience managing residential, leasehold developments
- A full working knowledge of service charge budgets, section 20s and AGMs
- Excellent communication, IT and customer service 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

- IRPM, RICS, IOSH or NEBOSH qualifications
- Previous experience managing large scale residential developments
- Experience working with city centre, commercial clients

Salary Range & Benefits

This position is offering between £30K – 35K depending on experience plus excellent benefits and a positive, supportive working environment!

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

	<p>employment search. Give us a call for a confidential careers chat today!</p> <p>Drop me a call today to discuss this role further, it's a great opportunity with a respected brand!</p> <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/senior-block-manager-west-midlands-west-midlands-(county)-645.aspx</p>