



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Senior Property Manager
Internal Reference Number:	4039
Closing date:	-
Salary:	£50K
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Central London
Contact details for applications:	Holly Payne talentresourcing@blockrecruit.co.uk
Role description:	<p>Working on a new build portfolio of just 5 high end, Central London developments, focusing on proactive management rather than fire fighting day to day issues, and working closely with a company who provide the backing of excellent systems/processes and an award-winning brand name. Sound good? Keep reading!</p> <p>We're working with a Central London Managing Agent to find them an outstanding Senior Property Manager, someone who is confident with the ins and out of leasehold property and can take hold of some of their key clients, a manageable portfolio of c.5 sites, enabling this new team member to deliver truly outstanding service levels on a proactive basis. We hear only too often that Block Managers get bogged down with reactive management, tackling complex issues as they come in rather than planning ahead of time to create a smoother process for Clients/Leaseholders. This is exactly what this company are creating, a culture of thinking ahead.</p>

For this role, they're looking for a **Senior Block Manager** or a Property Manager who's ready to step up to a more senior level. You'd join them with experience managing full portfolios through the entire cycle, from setting service charge budgets for the upcoming year, through all aspects of management (hosting AGMs, managing section 20 major works projects, regular site inspections etc.) and then onto service charge year end. This company also develop form within so this opportunity could set you up with the experience needed to move onto senior management in time.

Minimum Requirements

- At least 3 years' experience managing private sector leasehold portfolios
- Full working knowledge of section 20s, setting service charge budgets and hosting AGMs
- A background covering the full cycle of managing from setting budgets to year end

Desirable Requirements

- Experience managing teams of site based staffed
- IRPM / RICS / IOSH qualifications are highly desirable but not essential
- Experience working with new build and RMC clients to excellent standards

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.

Salary Range & Benefits

This position is offering c.£50K depending on experience and qualifications plus benefits.

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>Get in touch today to discuss working proactively on a manageable, high end portfolio!</p> <p>Contact: Jenny Dines www.blockrecruit.co.uk 020 3900 0401 jenny@blockrecruit.co.uk</p>
Company website (optional):	https://www.blockrecruit.co.uk/job/senior-property-manager-923.aspx