



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Senior Property Manager
<b>Internal Reference Number:</b>	3836
<b>Closing date:</b>	-
<b>Salary:</b>	£32,000 - £37,000 + Car
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	West London
<b>Contact details for applications:</b>	Zoe Southwell zoe@blockrecruit.co.uk
<b>Role description:</b>	<p>We're a well-established, growing brand with an expanding and diverse portfolio and a wealth of experience in the property market. We operate nationally and offer our clients a comprehensive management service covering all aspects of Property Management.</p> <p>Our team is important to us. With this in mind, we'll value you and help you get to where you want to be. We'll invest in your personal and professional development, supporting you through industry related training and qualifications such as the IRPM.</p> <p>We're now looking for the next member of our team, our next Senior Property Manager...</p>

You will be based in our office in West London. Here, we are a team of hardworking, driven professionals and we all work together to achieve common goals and success. We work hard to manage our portfolios effectively but know that we can rely on each other for support. We're a close-knit team who enjoy our career and have a laugh too

Your role as our Senior Property Manager will be to provide a full Property Management service to a portfolio of residential blocks. You will be provided with a new company car, so you'll always look forward to your site visits... Why wouldn't you? Who doesn't love driving a new car? Your role will therefore include arranging contractors, overseeing major works projects, conducting site inspections, issuing Section 20 notices, preparing Service Charge budgets and chairing AGM'S.

You will also have responsibility for acting as a mentor and figure of support to our wider Property Management Team within the office. You will be the go-to person for advice and will be a part of training the team too.

**Minimum Requirements:**

- Block Management experience
- Experience in preparing Service Charge budgets & Section 20 notices
- Experience in chairing AGM's
- A driving licence
- A passion for the job!

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 website, so we can stay in touch and let you know when other roles to come up. Everyone is of value to us.

**Desirable Requirements:**

- Industry related qualifications such as IRPM, RICS and/or IOSH

**Salary & Benefits:**

	<p>This position is paying £32K - £37K + a new company car.</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><b>For more information on this position, please do not hesitate to get in touch. Do not miss out on the chance to further your career with a company that will value you!</b></p> <p><b>Contact: Zoe Southwell</b>  <a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:zoe@blockrecruit.co.uk">zoe@blockrecruit.co.uk</a></p>
<p><b>Company website (optional):</b></p>	<p><a href="https://www.blockrecruit.co.uk/job/senior-property-manager-london-west-london-741.aspx">https://www.blockrecruit.co.uk/job/senior-property-manager-london-west-london-741.aspx</a></p>