

JOB ADVERT - Details

Company:	Campions Property Letting & Management
Role title:	Property Manager
Internal Reference Number:	PM - Campions
Closing date:	4 th December 2018
Salary:	Negotiable
Working Hours:	9.30am to 6.00pm Monday to Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Bristol
Contact details for applications:	CVs & covering letter to be sent to Mark Sowden msowden@blenheims.co.uk
Role description:	<p>Job Title: Property Manager, Campions Property Letting and Management</p> <p>Reports To: Reporting to Lettings Manager</p> <p>Organisation: Originally founded in 1856 as Marsh and Parson the Arcturus Group has been under the control of the current owners and Group Board members since 2006. Blenheims has developed from a small Property Management business into one now employing over 65 staff in three locations across the Southern part of England.</p> <p>For more information, please visit www.blenheims.co.uk or www.campionsletting.co.uk</p> <p>Function: This role offers full responsibility for all aspects of the management & maintenance of a portfolio of residential properties in Bristol and London. The job holder will work closely with another Property Manager to deliver the best possible service to Landlord and Tenants alike and provide a key point of contact on all properties across the portfolio.</p>

	<p>The position would be best suited to someone with experience of Property Management and Lettings who is looking to develop their skills within a small team who focus on providing outstanding service.</p> <p>Responsibilities and Duties:</p> <ul style="list-style-type: none"> • Management Duties <ol style="list-style-type: none"> 1. Manage day to day activities & allocate support tasks to Administrator as needed 2. Manage relationships with suppliers and contractors to foster good working relationships and build the portfolio of companies to whom we have access 3. Work with Manager on business development activity for Lettings and Management in Bristol <p>Staff Management and Care:</p> <ol style="list-style-type: none"> 1. No direct managerial responsibility but the role involves ensuring that the Administrator has support and advice for the areas in which they assist the PM <p>General:</p> <ol style="list-style-type: none"> 1. Handle inbound telephone enquiries & emails in a professional and proactive manner 2. Respond to queries in a timely manner and escalate to Manager if required 3. Manage all ongoing repair and maintenance jobs & report to Manager weekly on progress 4. Liaise with landlords & tenants regarding routine and emergency maintenance required on their properties 5. Proactively identify works that need carrying out and liaise with landlords to gain approval for these 6. Ensure that any major works are carried out to schedule and the Landlord understands fees that may be chargeable for these 7. Place orders for repairs and confirm work satisfactorily completed 8. Ensure the software used is correctly updated and maintained 9. Become the Company's expert on: <ul style="list-style-type: none"> ○ Health & Safety for internal staff and contractors ○ Fire Risk Assessments ○ Compliance with local licencing requirements ○ Compliance with current regulations such as Gas Safety, PAT testing and Fixed Wiring checks 10. Property Inspections <ul style="list-style-type: none"> ○ Schedule all inspections with tenants (and contractors if required) ○ Update the system once completed ○ Diarise follow-ups and next inspection dates ○ Manage any works required as a result of inspections 11. Oversee the execution of regular testing (such as Gas Safety, PAT, Legionella and Fixed Wiring) in conjunction with the Administrator and ensure that required actions are completed in a timely manner 12. Contractor Management <ul style="list-style-type: none"> ○ Liaise with contractors to obtain quotations for works as required by landlords ○ Review and manage contractors' pricing ○ Receive and approve all repair invoices before passing to Lettings Manager 13. Liaise with the Lettings Manager following check out to identify and manage any works needed prior to new tenants moving in 14. Liaise with Accounts regarding expenditure, receipt of funds and additional charges
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Company website (optional):	www.blenheims.co.uk or www.campionsletting.co.uk