

JOB ADVERT - Details

CONGREVE HORNER
CHARTERED BUILDING SURVEYORS

Company:	Congreve Horner
Role title:	Property Manager
Internal Reference Number:	01
Closing date:	8 th May 2019
Salary:	£16,000 - £21,000 per annum (depending on experience)
Working Hours:	<p>Part time - 20hr per week. Flexible start and finish times to suit candidate and can vary day to day.</p> <p>Flexibility- It could mean working during school hours 5 day a week, or 3 full days.</p>
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Putney, London, SW15
Contact details for applications:	<p>Andrew Dewhurst</p> <p>adewhurst@congrevehorner.com</p> <p>020 8741 8672</p>
Role description:	<p>We are looking for a Property Manager to join our team based at our office in Putney. You will be working with another Property Manager to make a team of two Managers in a Chartered Surveyors office.</p> <p>As a Property Manager, you will be responsible for part of the portfolio and provide holidays cover for the other Manager and vice versa.</p>

The aim is to ensure the effective day to day management of each of the blocks within the assigned portfolio of properties.

Key responsibilities will include:

- Responding to all verbal and written queries from residents, escalating all issues as required.
- Managing all electronic data and e-mails and ensuring all client files are updated.
- Act as a first point of contact for all queries from site based staff members, escalating as required.
- Issuing service charge and ground rent application for payments.
- Producing budgets, including reserve funding for the forthcoming year.
- Carry out periodic site visits to ensure all buildings are in good order.
- Liaising with all external contractors including solicitors, as required.
- occasional attendance at evening meetings may be required.

Skills, Experience and Qualifications:-

- Minimum – Previously working as assistant Property Manager.
- Substantial experience of delivering excellent customer service.
- Excellent communication and administrative skills, with a confident telephone manner and strong organisational skills.
- Strong IT Skills to include MS Word, Excel and Power Point.
- Good written communication skills and numerical ability.
- Ability to work under pressure and to deadlines.
- Member of or working toward membership of The Institute of Residential Property Management or similar institution.
- Minimum - O level or GCSE – English and Maths
- You must have and the desire to provide the outstanding customer service that this company prides itself on.
- You will need good problem solving skills to deal with the wide variety of issues on properties that arise.

	<ul style="list-style-type: none">• Importantly you should be positive and highly motivated to work as a key member of this busy team <p>This is a permanent position and may suit someone returning to work when their children have started school or after raising children, someone caring for a relative or someone wishing to step back from full time employment for other reasons. All applicants will be considered on merit.</p>
Company website (optional):	www.congrevehorner.com