

JOB ADVERT – Details

Company:	Countrywide
Role title:	Block property Manager
Internal Reference Number:	32764
Closing date:	
Salary:	32000 + car
Working Hours:	Monday – Friday 9-5.30
Temporary / Fixed Term / Permanent contract:	Perm
Location:	Chiswick area
Contact details for applications:	Natalie.lewis@Countrywide.co.uk
Role description:	<p>Residential Property - Block Manager</p> <p>Excellent benefits including car scheme</p> <p>Monday - Friday 9am - 5.30pm</p> <p>Countrywide are the UK`s Largest Lettings, Estate Agency and Financial Services</p>

Group, with over 1300 branches across England, Scotland and Wales.

We are specialists in residential block management and due to continued growth in our portfolio we are looking for an enthusiastic, highly motivated and experienced Property Manager to join our local team in Southend on Sea.

The right candidate will thrive in this fun yet challenging role and will have the maturity and confidence to work productively and to manage their team. This is an exciting opportunity for an exceptional individual with proven success who wants to establish their career with a market leading, well-respected and customer focused company.

What you`ll do:

You will provide exceptional levels of service to our clients and work with the Block Management team supporting where required, other responsibilities will include but may not be limited to:

- Site inspections and monitoring onsite works
- Ensuring compliance and Health & Safety
- Working to deadlines
- Completing Section 20 Notices
- Preparing, agreeing and issuing service charge budgets
- Attending AGMs
- Actively seeking new business

What you`ll have:

Minimum Requirements:

- Understanding of leasehold property
- Excellent communication skills
- Good literacy and numeracy skills
- Driving licence

Desirable Requirements:

- Previous experience in the Block Management field
- IRPM or other industry qualifications
- Previous experience with "Tramps" system

Salary Range & Benefits

- Negotiable depending on experience
- Company car and mobile

	<ul style="list-style-type: none">• Referral bonus• Company discounts including our under one roof scheme• Supported ongoing industry training and personal development.
Company website (optional):	https://www.countrywidecareers.co.uk/job/23330