

JOB ADVERT – Details

Company:	Countrywide
Role title:	Senior Block property Manager
Internal Reference Number:	31690
Closing date:	
Salary:	25000
Working Hours:	Monday – Friday 9-5.30
Temporary / Fixed Term / Permanent contract:	Perm
Location:	Croydon
Contact details for applications:	Natalie.lewis@Countrywide.co.uk
Role description:	<p>We are a specialist in residential block management company and due to continued growth in our portfolio we are looking for an experienced Property Manager to join our local team in Eastbourne.</p> <p>Duties to include:</p>

	<ul style="list-style-type: none"> -Providing exceptional levels of service to clients -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 -Mentoring and training junior colleagues -Actively seeking new business -Supporting local Branch Manager <p>Minimum Requirements:</p> <ul style="list-style-type: none"> -At least 2 years` Block Management experience -AIRPM or other industry qualifications -Excellent communication skills -Good literacy and numeracy skills -Driving licence <p>Desirable Requirements:</p> <ul style="list-style-type: none"> -MIRPM or other industry qualifications -Previous experience with "Tramps" system <p>Salary Range & Benefits:</p> <ul style="list-style-type: none"> -Negotiable depending on experience. -Company car and mobile -Supported ongoing industry training and personal development.
<p>Company website (optional)</p>	<p>https://www.countrywidecareers.co.uk/job/28524</p>