



JOB ADVERT - Details

Company:	REMUS PROPERTY SERVICES
Role title:	Estate Manager
Internal Reference Number:	N/A
Closing date:	On- Going
Salary:	£17,000/annum + Private Flat
Working Hours:	9.00aM – 5.00 pm, Monday to Friday with 1 hour unpaid for lunch
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	The Madelyns & Emerton Court (Berkhamstead), Hertfordshire
Contact details for applications:	MARCO ARNALDI with CVs sent to: marco.arnaldi@crabtreeproperty.co.uk
Role description:	<p>Excellent opportunity to join our team and become part of a Property Services group which collectively manages 55,000 homes across England and Wales</p> <p>We have the widest reach of any managing agent in the UK, with nine wide-spread regional offices providing a full management structure for our clients.</p> <p>The role</p> <p>The Estate Manager will be employed by the Service Charge Fund on behalf of the homeowners and will chiefly oversee the day-to-day management and running of the Estate and the common areas.</p>

	<p>Main duties and responsibilities:</p> <ul style="list-style-type: none"> • To maintain regular contact with all the residents and each morning to call on any who require a daily call to ensure their well-being. • Provide assistance to residents generally and promote a friendly and convivial atmosphere within the development. The Estate Manager may be required to organise and promote events, which are for the benefit of residents, including coffee mornings and social events. • Responding to requests from lessees for minor works • Liaising with contractors and surveyors • The administration of minor works processes with record keeping, instructing contractors, progress chasing, diary keeping, correspondence, processing invoices and filing. • Liaising with other colleagues and departments within the company • Providing administrative support to the property manager and board of Directors when away • Dealing with telephone calls, correspondence and any other support tasks as required • Assisting with the posting of mail merges • Any other tasks that may be reasonably required <p>Normal qualifications and experience in the care industry would be beneficial</p> <p>Reports to: Property Manager</p> <p>Holidays: 20 days + 8 bank holidays</p> <p>Probation: 6 months with 1 months' notice</p> <p>Benefits: Work from home opportunities</p>
<p>Company website (optional):</p>	<p>www.remus.uk.com</p>

