



JOB ADVERT - Details

Company:	D&G Block Management
Role title:	Senior Property Manager
Internal Reference Number:	00500
Closing date:	8 th September 2019
Salary:	Based on experience
Working Hours:	Monday to Friday 9.15 – 17.30 plus occasional evening meetings
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	London, Victoria SW1
Contact details for applications:	Patricia Barham pbarham@dngbm.co.uk
Role description:	<p>As a Senior Property Manager, you will be responsible for managing an allocated portfolio of developments, providing an efficient and accurate administrative day-to-day property management service. Working within a team and providing support to the team leader.</p> <p>Key responsibilities will include:</p> <p>Manage onsite staff and relevant employment related issues, ensuring company policies, standards and procedures are adhered to.</p> <p>Management and execution of day-to-day operations within each property ensuring compliance with H&S and FRA</p> <p>Financial Management - preparation of budgets, accounts and client reports</p> <p>Carrying out regular site inspections, completion of site inspection reports, maintaining control of maintenance issues.</p>

	<p>Communication with clients, leaseholders and residents. Ensuring compliance with Health & Safety and Fire Risk Assessments. Notifying the client and D&GBM of any potential risks.</p> <p>Skills and Experience</p> <p>Extensive block management experience (minimum of 5 years managing a portfolio) Significant experience managing a London portfolio Substantial prior experience of delivering excellent customer service to clients Previous experience of managing/supervising on-site staff Excellent written and verbal communication skills Excellent organisational skills</p> <p>IRPM associate/membership</p>
<p>Company website (optional):</p>	<p>www.dngbm.co.uk</p>