



## JOB ADVERT - Details

<b>Company:</b>	Esskay Management Services
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	AF
<b>Closing date:</b>	As soon as filled
<b>Salary:</b>	£38,000 - £45,000 gross per annum
<b>Working Hours:</b>	Mondays to Fridays, 09:00 to 17:30 hours including an hour break (37½ hours per week)
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	London
<b>Contact details for applications:</b>	Anne Flatres
<b>Role description:</b>	<p>The successful candidate will manage his / her own portfolio (circa 7 buildings totalling approximately 500 apartments, all in London although it may include one in Hertfordshire) and manage all aspects of residential property management (legal, maintenance, repairs, major works, HR, financial, etc) to ensure that all buildings, clients, leaseholders and residents' requirements and expectations are met. The role is office based with weekly or fortnightly visits to each building required. Candidates should have:</p> <ul style="list-style-type: none"> <li>• At least 4 years' experience in a similar role</li> <li>• A proficient level in IT (Word, Excel, Outlook)</li> <li>• Passed part 1 of the AIRPM associate exam</li> <li>• Full rights to work in the UK (if EU citizen then must have at a minimum their pre-approved settled status)</li> </ul>

<b>Company website (optional):</b>	<a href="https://esskay.management/">https://esskay.management/</a>
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