

JOB ADVERT - Details



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Company:	Fortune Management
Role title:	Residential Block Manager
Internal Reference Number:	
Closing date:	N/a
Salary:	£24,000 to £34,000 PA
Working Hours:	40hr M to F
Temporary / Fixed Term / Permanent contract:	Permanent contract
Location:	1 Potters Bar office based and 1 Home based Leicester
Contact details for applications:	george@fortunemanagement.co.uk
Role description:	<p>As specialists in block management, we require 2 experienced Property Managers to manage residential portfolios</p> <p>Main Duties and Responsibilities, though not inclusive include</p> <ul style="list-style-type: none"> • Providing exceptional levels of service to clients • Visiting sites and ensuring contractors attend to works • Preparing and Issuing service charge budgets • Completing Section 20 Notices • Liaising with internal accounts • Utilising specialist property management software • Attending AGM's • Site inspections • Reporting to clients

	<ul style="list-style-type: none">• Managing section 20 major works• Coordinating day to day maintenance works and health & safety compliance <p>You will have a keen eye for detail and be used to dealing with clients for whom high levels of service are paramount. Several years' experience in residential block management is required and although not essential, the IRPM qualification is desirable</p>
Company website (optional):	www.fortunemanagement.co.uk