



JOB ADVERT - Details

Company:	Gateway Property Management Ltd
Role title:	Block Property Manager
Internal Reference Number:	N/A
Closing date:	04/04/2020
Salary:	Competitive – based on skills and experience
Working Hours:	37.5 hrs, Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Central London
Contact details for applications:	Denise Mooney / Deborah Wallace (HR Department) careers@gatewayplc.co.uk 01702 443555
Role description:	<p>Gateway Property Management is a leading property services company delivering high quality estate management, maintenance and related services to clients nationwide from our offices in Essex, Leeds, Hampshire and Mayfair, London.</p> <p>Due to continued growth, we are looking to recruit an experienced Block/Property Manager to join our existing team based out of our offices in Mayfair, London (W1). You'll be part of a team of committed people who look to support each other and are proud of the trusted, knowledgeable services they provide.</p> <p>You will be responsible for a mixed portfolio of high-end apartment blocks, estates and buildings. The successful applicant will be required to provide outstanding levels of customer service to our clients and will be expected to have exceptional leasehold</p>

	<p>knowledge and be competent in handling various situations, including client management, attending external meetings and conducting regular site visits.</p> <p>The ideal candidate will preferably be AIRPM qualified and should have a minimum of 2-3 years' experience in a similar property management role.</p> <p>A full UK driving licence and flexible approach to working hours is required - please note that there will be a requirement to attend some evening meetings. You will be used to working in a fast-paced and demanding environment, delivering world-class customer service.</p> <p>In return you will receive 28 days annual leave per year, a company pension scheme and an excellent salary package based on your skills and experience.</p>
Company website (optional):	www.gatewayplc.co.uk