



JOB ADVERT - Details

Company:	Grosvenor Estate
Role title:	Assistant Property Manager
Internal Reference Number:	
Closing date:	20/03/2019
Salary:	Up to £30K (DOE)
Working Hours:	9.30 – 17.30
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Mayfair, London
Contact details for applications:	D +442073126261 M +447554401572 E pavan.marwaha@grosvenor.com

<p>Role description:</p>	<p><u>Fully manage all garden memberships across the estate.</u></p> <ul style="list-style-type: none"> • This includes Belgrave Square (Garden, Dogs & Tennis), Eaton Square (Tennis & Dogs) and Chester Square (Dogs). • Onboarding all new members. • Running the annual membership renewal; sending communication, issuing invoices, taking payments, chasing debt and terminating memberships as needed. • Issuing replacement keys and tags as requested. <p><u>Property Management</u></p> <ul style="list-style-type: none"> • A small property portfolio consisting of the office at 46 Eaton Mews North and Belgrave Square Garden. • Generating budgets and controlling expenditure. • Raising all reactive work orders and following their progression/completion. • Managing all maintenance and upkeep of the access control systems and tennis courts within each of the four main gardens. <p><u>Events & Residential Garden Parties</u></p> <ul style="list-style-type: none"> • Managing the resident garden party procedure across the main gardens. • Liaising with the customer to agree a suitable event that fits within the garden regulations. • Raising invoices and processing payment • Producing and issuing the legal contracts between Grosvenor and the resident. • Ensuring event is compliant and involving our H&S service partner where required. <p><u>Open Squares Weekend</u></p> <ul style="list-style-type: none"> • Securing places with OS for each of the four main gardens. • Obtaining and distributing event literature • Securing vendors and entertainers for each large garden. • Organising volunteers for entry and ticketing. • Oversee and delegate on the event day • Produce follow up takings reports and marketing statement.
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	<p><u>Mews Parking Permits</u></p> <ul style="list-style-type: none"> • Issuing all resident and visitor mews parking permits across the estate. • Process all new applications • Raise all invoices and process payments. • Maintain parking records Communications Manager for the estates public Wi-Fi initiatives. • Managing the estates free Wi-Fi schemes. • Gathering all relevant data and producing a monthly report for each site for review by the Head of Property Management. • Identifying and monitoring trends implementing solutions to increase usage. • Looking at ways to promote the service to the end user. • Reporting any issues or faults and overseeing repair works. • Processing monthly invoices for each site. <p><u>Office Administration & Miscellaneous</u></p> <ul style="list-style-type: none"> • Monitoring and ordering office supplies as needed • Processing invoices for an assortment of supplies • Dealing with any office communication/operational issues with Systems Support and external contractors as required. • Sitting on several resident committees as a representative of Grosvenor.
<p>Company website (optional):</p>	<p>www.grosvenor.com</p>