

JOB ADVERT - Details

Company:	HES Estate Management Limited
Role title:	Senior Property Manager
Internal Reference Number:	
Closing date:	31/12/2018
Salary:	£35/40,000
Working Hours:	40 hour week
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Bookham, Surrey
Contact details for applications:	Nick Harvey nick@heseml.co.uk
Role description:	<p>Senior Property Manager</p> <p>The Role</p> <p>A Senior Property Manager is required, to be responsible for proactive management of a portfolio of residential properties and/or estates, predominantly in the Surrey & S W London area, and to deliver outstanding service to our clients. The position is to be based at our offices in mid-Surrey, however some home working is possible.</p> <p>Skills & Experience Required</p> <p>The successful candidate will present with the following:</p> <p>Qualifications</p>

	<p>Preference will be given to candidates having an IRPM or RICS qualification</p> <p>Experience</p> <p>Preference will be given to candidates having 3 years+ relevant property management experience, however experience in a related property or customer management field will be considered</p> <p>Skills</p> <ul style="list-style-type: none"> • Excellent time management, prioritisation and project management skills. • Excellent numeracy/analytical skills and competency in dealing with financial information • Excellent communication skills – letter writing and the written and verbal presentation of information • Excellent computer skills – knowledge of property management software would be an advantage. Proficient in all Microsoft programmes and competent in mail merging. • Excellent people skills: an ability to empathise and resolve issues effectively. • Excellent commercial skills – demonstrate a savviness and awareness of commercial reality <p>Behaviours</p> <ul style="list-style-type: none"> • Accountable: take personal responsibility for seeing things through to successful resolution. • Thorough: attention to detail, the ability to think things through – not just follow a checklist. • Commitment: take pride in your work and care about your/the team’s performance. <ul style="list-style-type: none"> • Mature: common-sense approach. Remain calm & measured while juggling multiple projects. • Positive: an optimistic, can-do attitude that improves team morale. <p>Salary Range & Benefits</p> <p>This position is offering a competitive salary of £35K - £40K, according to experience, plus excellent benefits.</p>
<p>Company website (optional):</p>	