

JOB ADVERT - Details



Company:	Hammond Properties
Role title:	Assistant Property Manager
Internal Reference Number:	HAM/ASSPROP
Closing date:	30 days from the advert being posted
Salary:	Up to £25,000 dependant on experience
Working Hours:	Monday to Friday 9am-5pm, plus occasional out of office hours
Temporary / Fixed Term / Permanent contract:	Permanent Contract
Location:	Sidcup- Hammond Properties Offices
Contact details for applications:	Joe Hammond- accounts@hammondproperties.co.uk 020 8300 4811
Role description:	<p>Superb opportunity for career progression within a growing company that specialises in Block Management. Your role will be within a small team at Hammond Properties Sidcup offices managing existing clients within the local borough and participate in the growth of the company.</p> <p>What makes an Assistant Property Manager?</p> <ul style="list-style-type: none"> • Have an understanding of budgets and overall expenditure for residential blocks, assisting with forecasts and reports. • Look for opportunities to drive your own performance and obtain results for the company. • Have an understanding of major works (section 20's)

	<ul style="list-style-type: none"> • Be able to manage and organise sub-contractors with works orders • Have an experience in residential leasehold developments. • Have an excellent level of customer service skills • A good keen eye for detail • Excellent IT skills and ideally have some knowledge of block management software • Is motivated, enthusiastic individual and a team player <p>At Hammond Properties you will receive: -</p> <ul style="list-style-type: none"> • Support with career progression • A competitive salary • Fully funded training programmes • 22 days holiday + bank holidays <p>It is expected you will have 2 years experience in the block management sector and it is desirable you that you achieved you have achieved the foundation level of IRPM.</p>
<p>Company website (optional):</p>	<p>www.hammondproperties.co.uk</p>