



## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Senior Block Property Manager
<b>Internal Reference Number:</b>	TPM9170
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £50k
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Central London
<b>Contact details for applications:</b>	Caroline Tompkins 01789 470403 caroline@templepm.com
<b>Role description:</b>	<p>Senior Block Property Manager / Central London / up to £50k</p> <p>We are now keen to find a Senior Residential Block Manager for our client based in Central London.</p> <p>Our client is a specialist in residential block management and due to continued growth, they are looking for a highly experienced Property Manager to manage a residential portfolio. Experience in the management of prestigious residential buildings and the associated employees form an essential requirement of this role.</p> <p>Duties to include:</p> <ul style="list-style-type: none"> <li>* Providing exceptional levels of service to clients</li> <li>* Visiting sites and ensuring contractors attend to works</li> </ul>

	<ul style="list-style-type: none"> <li>* Preparing and Issuing service charge budgets</li> <li>* Completing Section 20 Notices</li> <li>* Liaising with internal accounts and utilising specialist property management software</li> <li>* Attending AGMs</li> </ul> <p>You will have a keen eye for detail and be used to dealing with clients for whom service levels are paramount. It is expected that as well as substantial experience in residential block management you should also be IRPM qualified.</p> <p>Please note only suitable candidates will be contacted.</p> <p>TemplePM - Recruitment Specialist within the Property Sector finding positions for Block Managers, Property Managers, Estate Managers and Surveyors. If you feel that you have the right background or would like to speak with someone who understands what you do, then please contact us at TemplePM.</p>
<p><b>Company website (optional):</b></p>	<p><a href="http://www.templepm.com/">http://www.templepm.com/</a></p>