



JOB ADVERT – Details

Company:	Michael Laurie Magar Ltd
Role title:	Assistant Property Manager
Internal Reference Number:	MD/CF/APM-Role
Closing date:	30 June 2019
Salary:	£18k - 20k
Working Hours:	Monday to Friday, 9am to 5.3pm
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Borehamwood, North London
Contact details for applications:	Michelle Davis - michelle.davis@mlmproperty.co.uk

<p>Role description:</p>	<p>We are currently looking for a full time Assistant Property Manager to join our dedicated team in our Borehamwood office.</p> <p>As the assistant property manager you will work closely with a small team of property managers, dealing with the full range of property management duties from budget setting to major works, client enquiries, contractor management, finance administration and management of our database. You should be customer focused and enjoy speaking with people by telephone and in person. You will work as part of a close-knit property team. The ideal candidate will be well-organised, polished, hard working with good time management skills, a good attitude and friendly personality.</p> <p>You may currently be working in a retail, leisure or hospitality role with transferrable customer service skills.</p> <p>A typical day could include:</p> <ul style="list-style-type: none"> • Acting as the first point of contact with calls from property owners, leaseholders and contractors • Dealing with maintenance related enquiries, liaising with contractors, placing work orders and arranging repairs • Dealing with insurance claims • Management of keys and fobs • Maintaining our Qube database <p>Salary for the successful candidate will range from 18k to 20k depending on experience.</p>
<p>Company website (optional):</p>	<p>www.mlmproperty.co.uk</p>