

JOB ADVERT - Details

Company:	Montalt Management Limited
Role title:	Senior Block Manager
Internal Reference Number:	MONSBM1
Closing date:	N/A
Salary:	Competitive
Working Hours:	9am – 5.30pm Mon-Thurs & 9am – 5pm Fri. Plus occasional evening meetings.
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	East London
Contact details for applications:	Mike Lawson- Head of Property Management mike@montalt.co.uk
Role description:	<p>An excellent opportunity to join a well-established Block Management Company has become available.</p> <p>We are looking to recruit a Senior Block Manager who has a minimum of three years hands-on experience in Residential Block Management.</p> <p>As a Senior Block Manager, you will be expected to provide a high-quality service which includes management of complex developments where a more experienced approach is required. The</p>

successful applicant will also act as a mentor and line manager to a team of Block Managers.

The role will include a wide range of duties such as;

- Managing a selected compact portfolio of residential blocks in accordance with current legislation and service levels as agreed with clients
- Carrying out regular site inspections of developments and producing visual inspection reports, instructing contractors to undertake maintenance/repairs where necessary
- Monitoring complex service charge budgets on a constant basis
- Ensuring portfolio is up to date in terms of risk assessments (e.g. health & safety, fire risk assessments, asbestos surveys etc.)
- Supervising caretakers, on-site staff and contractors as appropriate, ensuring the proper day-to-day running of the buildings, grounds, plant and equipment
- Dealing with insurance claims and associated works, liaising with loss adjusters and others accordingly
- Dealing and responding to lessees and clients day-to-day enquiries via telephone, email and letter in a timely manner
- Attending and chairing periodic evening residents AGMs/EGMs and directors meetings, producing and issuing minutes
- Managing Section 20 consultations for major works, and liaising with surveyors where necessary
- Managing obligations outlined within the lease and communicating with clients and lessees accordingly
- Overseeing a team of property managers in order to provide a high quality management service to all clients (Freeholders, RMCs and RTMs etc.)
- Assisting senior management and accounts department with the preparation of year-end service charge budgets, and liaising with RMC/RTM Directors accordingly

Please note that only applicants meeting the following criteria will be considered for this role;

A minimum of three years' block management experience

Industry relevant qualifications such as IRPM and/or RICS

Experience of managing Section 20 consultations

	<p>Good knowledge of service charge budget formulation</p> <p>An ability to deal with difficult people and handle conflicting opinions</p> <p>Good working knowledge of I.T packages such as Microsoft Excel, Word, and Office etc.</p> <p>Excellent communication and interpersonal skills</p> <p>A full UK driving licence</p>
Company website (optional):	www.montalt.co.uk