

JOB ADVERT - Details



Company:	Parkfords Management Ltd
Role title:	Block Manager
Internal Reference Number:	4/5SE/K
Closing date:	
Salary:	35k-45k depending on experience
Working Hours:	8.30am – 5pm
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Bromley
Contact details for applications:	shelley@parkfords.co.uk
Role description:	<ul style="list-style-type: none"> - Managing blocks for one of the UK’s largest freeholders. - Working as part of a small team delivering the management of a varied portfolio of residential blocks located across London, Kent and the South East. - Dealing with all aspects of property management, you will be responsible for the blocks from the moment of instruction including gaining all required information from the previous agent, uploading onto our in house system, all aspects of the management including the secretarial duties for any RMC’s. - Dealing with queries both internally and from external sources on a day to day basis by phone, email and letter. - Reviewing leases, legislation and land registry documents for guidance on legal matters and repairs.

	<ul style="list-style-type: none"> - Ensuring health and safety and legislative compliance of the portfolio. Co-ordinating health and safety reports and acting upon the findings contained within those reports. - Co-ordinating major works projects, the serving of statutory notices Section 20 notices, acting as principal designer on smaller scale works and liaising with surveyors on larger schemes. Applying for Section 20 Dispensation if/when required. - Serving of Section 20B notices if required and dealing with all accounts queries from the accountant and lessees re the yearend accounts. - Conducting site visits where necessary to meet with leaseholders, contractors or surveyors and to inspect works or repairs. - Other daily duties involve dealing with incoming phone calls (as part of a team) and assisting in the general running and administration of the company. - Continued IRPM development will be offered by the company to ensure the employee has a strong understanding of the surrounding legislative and contractual influences when managing property. <p>Requirements:</p> <ul style="list-style-type: none"> -Minimum of 3 years in a Block management / Leasehold understanding environment - Minimum AIRPM qualified or working towards this
<p>Company website (optional):</p>	<p>www.parkfords.co.uk</p>