



## JOB ADVERT - Details

<b>Company:</b>	Rendall and Rittner
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	HO-2328
<b>Closing date:</b>	30 days from the advert being posted
<b>Salary:</b>	Competitive
<b>Working Hours:</b>	Monday to Friday, 09.00 - 17.30 plus occasional out of office hours
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent Contract
<b>Location:</b>	London
<b>Contact details for applications:</b>	Lorraine.lfil@rendallandrittner.co.uk 07778473446
<b>Role description:</b>	<p>As a Property Manager, you will be responsible for managing an allocated portfolio of developments and will ensure the provision of efficient and accurate administrative and day-to-day property management service.</p> <p><b>Key responsibilities will include:</b></p> <ul style="list-style-type: none"> <li>• Financial Management including budgets, accounts and client reports.</li> <li>• Management of all aspects of Health and Safety.</li> <li>• Conducting regular site inspections and overseeing maintenance issues.</li> <li>• Communication with key stakeholders including client and residents meetings.</li> </ul>

	<p><b>Skills and Experience:</b></p> <ul style="list-style-type: none"><li>• Significant experience of working within the block property management industry.</li><li>• Relevant IRPM qualifications, or willingness and ability to obtain within first year of employment.</li><li>• Proven ability to and handle confidential information and provide advice sensitive matters.</li><li>• Previous experience of leading/supervising site based team members.</li><li>• Excellent written and verbal communication skills.</li></ul>
<p><b>Company website (optional):</b></p>	<p><a href="https://www.rendallandrittner.co.uk">https://www.rendallandrittner.co.uk</a></p>