



## JOB ADVERT - Details

<b>Company:</b>	Rendall and Rittner
<b>Role title:</b>	Senior Property Manager
<b>Internal Reference Number:</b>	HO-2667
<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>	This post will be field based with the requirement to work from our Milton Keynes office occasionally.
<b>Contact details for applications:</b>	Lorraine.lfil@rendallandrittner.co.uk 07778473446
<b>Role description:</b>	<p>As a Senior Property Manager, you will be responsible for managing a portfolio of large/complex developments and will ensure the provision of efficient and accurate administrative and day-to-day property management service. In addition, you will work in partnership with the team leader to provide expert guidance and mentoring to colleagues within your team.</p> <p>Key responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Manage on-site staff and relevant employment related issues.</li> <li>• Line manage staff working on their portfolio.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee planning and execution of day-to-day operations of the developments within the assigned portfolios.</li> <li>• Financial Management including budgets, accounts and client reports.</li> <li>• Conducting regular site inspections and overseeing maintenance issues.</li> <li>• Communication with key stakeholders including client and residents meetings.</li> </ul> <p>Skills and Experience:</p> <ul style="list-style-type: none"> <li>• Extensive block management experience (essential).</li> <li>• Substantial prior experience of delivering excellent customer service to clients.</li> <li>• Previous experience of managing/supervising team members.</li> <li>• Excellent written and verbal communication skills.</li> <li>• IRPM associate/membership (or willingness and ability to obtain within first year of employment)</li> </ul>
<b>Company website (optional):</b>	<a href="https://www.rendallandrittner.co.uk">https://www.rendallandrittner.co.uk</a>