



JOB ADVERT - Details

Company:	Rendall and Rittner
Role title:	Team Leader
Internal Reference Number:	HO-2690
Closing date:	30 days from the advert being posted
Salary:	Competitive
Working Hours:	Monday to Friday, 09.00 - 17.30 plus occasional out of office hours
Temporary / Fixed Term / Permanent contract:	Permanent Contract
Location:	London
Contact details for applications:	Recruitment@rendallandrittner.co.uk
Role description:	<p>We have an opportunity for an experienced Property Manager to join our Aldgate office as Team Leader.</p> <p>As a Team Leader, you will be responsible for providing leadership and direction to a team of property managers and will ensure the efficient day to day management of the portfolio of properties allocated to the team.</p> <p>Key responsibilities will include:</p> <ul style="list-style-type: none"> Managing an office-based property management team liaising with the HR department as required on all staffing related issues and ensuring that company

	<p>policies and procedures are implemented.</p> <ul style="list-style-type: none"> • Maintaining effective procedures for processing team operations. • Oversee planning and execution of day-to-day operations of the developments within the assigned portfolios. • Assist with the project management of major internal and external works along with the relevant surveyor or relevant professional consultant. • Attend client Board meetings for Team as well as own properties, including AGM's and Directors meetings. • Financial Management including budgets, year-end accounts memos / accounts and quarterly client statement. • Manage expenditure against budget throughout the financial year and produce reports as required for the Board. • Conducting regular site inspections and overseeing maintenance issues. <p>Skills and Experience:</p> <ul style="list-style-type: none"> • Extensive block management experience. • Substantial prior experience of delivering excellent customer service to clients. • Previous experience in managing a team assuming responsibility for workload allocation, identifying development needs and mentoring. • Excellent written and verbal communication skills. • Strong IT and numerical skills. • IRPM associate/membership. <p>This is a permanent role</p>
<p>Company website (optional):</p>	<p>https://www.rendallandrittner.co.uk</p>