



## JOB ADVERT - Details

<b>Company:</b>	Rendall and Rittner
<b>Role title:</b>	Team Leader
<b>Internal Reference Number:</b>	HO-2690
<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>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"> <li>Managing an office-based property management team liaising with the HR department as required on all staffing related issues and ensuring that company policies and procedures are implemented.</li> </ul>

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