

JOB ADVERT - Details



Company:	Rayner Personnel EAST
Role title:	Block Property Manager
Internal Reference Number:	JO00699
Closing date:	N/A
Salary:	£24,000 - £26,000pa
Working Hours:	9am – 5pm
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Colchester, Essex
Contact details for applications:	Ian Hoskins – 07538 315866 ian@raynerpersonnel.com
Role description:	<p>The post holder must have relevant property management experience and qualifications in AIRPM or willing to study for this qualification, demonstrating all core competencies to a high level and use these to the full in their work.</p> <p>Core Competencies</p> <ul style="list-style-type: none"> · Customer focused · Team player · Highly computer literate · Excellent communicator orally and in writing · Presenting to small/large groups · Able to solve problems and provide practical solutions, decision maker · Finance analysis/budget management · Effective manager of time and resources

	<p>Qualifications and specialist knowledge</p> <ul style="list-style-type: none">· IRPM/RICS qualified with an existing and up to date corporate membership desirable· Specialist knowledge of; RTM Legislation, Service Charge Residential Management Code, Section 20 Consultation, Landlord and Tenants Act, Lease Restrictions and Covenant Issues and the codes of practice endorsed by ARMA <p>Experience</p> <ul style="list-style-type: none">· 1-3 Years' experience working within the Property Management industry· Cost management of client money· Planning and implementation of maintenance at multiple sites· Demonstrable experience of working within an operationally focused environment <p>Role Requirement</p> <ul style="list-style-type: none">· A clean current driving licence· Approachable team player with good interpersonal skills at all levels.· A good standard of personal presentation· Ability to promote positive image of the company to the client· Supports non-technical managers· Able to maintain accurate records of work undertaken and instructions given· Write and present timely and accurate reports in a professional manner· Ability to prepare specifications to tender minor works· Energy and utility management· Project management effectively communicating with all relevant parties, adhering to objectives and working to strict deadlines· Excellent time keeping skills <p>Working Hours: Monday to Friday 9:00am to 5:00pm, regular meetings outside core hours</p> <p>Additional job requirements</p> <ul style="list-style-type: none">· Flexible with working hours and in attending regular meetings outside of core hours· Positive approach to changes within the organisation· Self-motivator at continuing professional development <p>Job Purpose Manage allocated portfolio of developments, providing efficient and accurate administration, overseeing the contracted and cyclical maintenance.</p> <p>Roles & responsibilities</p> <p>Customer service</p> <ul style="list-style-type: none">· Correspond with lessees, subtenants, contractors, clients and directors verbally and in writing· Liaise with local councils, surveyors, government bodies or relevant professional consultants
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- Provide clear, concise and relevant communication to clients, maintaining communication with all parties
- Chair regular AGM and Directors meetings, presenting to directors and residents
- Circulate information to residents concerning management issues
- Ensure customer expectations are fulfilled on all projects for which you are responsible

Planned Preventative Maintenance (PPM)

- Carry out quarterly site visits to portfolio of sites to ensure buildings are in good order
- Produce management and inspection reports
- Ensure Health & Safety regulations are adhered
- Implement any general or fire risk assessment recommendations
- Upload and maintain consistent notes on the property management system
- Engage with appropriate contractors to carry out remedial works
- Process work orders on the property management system
- Ensure fees are issued as and when appropriate for works excluded from the management contract – for example s20 fees
- Perform insurance claims efficiently in conjunction with site services

Management agreements

- As instructed carry out annual management agreement review, sending updated management agreements to relevant directors
- Ensure signed agreements are returned within the required time frame
- Store and save electronic copies on the property management system and hard copies in the case files

Leases

- Maintain understanding of portfolios leases
- Ensure service charge budgets are compliant with the apportionments of the lease
- Develop PPM planning as specified by the lease

Budgets

- Produce annual service charge budgets, including reserve funding for the forthcoming years for Directors approval
- Manage expenditure against budget throughout the financial year
- Oversee yearend accounts and quarterly client statement process to ensure timescales are met and review accounting information to ensure accuracy

Policies and procedures

- Ensure company policies and procedures are consistently applied to required standards
- Manage hard and soft copy data in accordance with the data protection act
- Consistently maintain, log and record all actions as applicable on the property management system

	<p>Continued Professional Development</p> <ul style="list-style-type: none"> · Maintain professional and technical knowledge by reviewing professional publications, continually updating knowledge and understanding of; <ul style="list-style-type: none"> o Landlord and Tenant Act o Section 20 Notices o Service Charge Residential Management Code -2nd Edition o Lease restrictions and covenant issues, o Codes of practice endorsed by ARMA regulations · Attend compulsory training in-house or externally <p>Additional duties</p> <ul style="list-style-type: none"> · Work within other areas of the Company and carry out any tasks as is reasonably requested
<p>Company website (optional):</p>	