



JOB ADVERT - Details

Company:	Rayner Personnel East
Role title:	Senior Block Portfolio Manager
Internal Reference Number:	JOB000926
Closing date:	N/A
Salary:	£33,000 - £37,000pa
Working Hours:	9am – 5.30pm
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Southend, Essex
Contact details for applications:	Ian Hoskins – 07538 315866 ian@raynerpersonnel.com
Role description:	<p><u>Senior Block Portfolio Manager - Southend - £33,000 - £37,000pa</u></p> <p>We are seeking an enthusiastic and driven individual to join our clients existing Portfolio Management team as a <u>Senior Block Portfolio Manager</u>.</p> <p>The successful candidate will have joint responsibility for a portfolio of 800 blocks on a reactive basis. In addition, the role will offer progressive exposure to management oversight of our third party managing agents.</p>



This is a rare opportunity to take a challenging role on the client side of the Block Management sector.

Tasks:

- Acting on behalf of one of the UK's largest freeholders.
- Working as part of a small team delivering the reactive management of a large and varied portfolio of residential blocks located across the UK.
- Dealing with queries both internally and from external sources on a day to day basis by phone, email and letter.
- Joint ongoing performance monitoring of external managing agents; addressing issues and highlighting these to senior management.
- Reviewing leases, legislation and land registry documents for guidance on legal matters and repairs.
- Arranging repairs on a reactive basis and in compliance with CDM regulations; liaising with contractors, charge raising and invoicing.
- Ensuring health and safety and legislative compliance of the managed portfolio. Co-ordinating health and safety reports and acting upon the findings contained within those reports.
- Co-ordinating major works projects, the serving of statutory notices, acting as principal designer on smaller scale works and liaising with surveyors on larger schemes.
- Providing guidance on incoming Right to Manage claims and working closely with our legal team to see these through to completion.
- On occasion undertake meetings with residents with a view to preventing RTM/ enfranchisement claims.
- Conducting site visits where necessary to meet with leaseholders, contractors or surveyors and to inspect works or repairs.
- Other daily duties involve dealing with incoming phone calls (as part of a team) and assisting in the general running and administration of the company.



	<ul style="list-style-type: none"> Continued IRPM/ ARMA development will be offered by the company to ensure the employee has a strong understanding of the surrounding legislative and contractual influences when managing property. <p>Requirements:</p> <ul style="list-style-type: none"> Minimum of 18 month block management experience (acting as an assistant, property manager or senior) with strong knowledge of the legislative requirements. AIRPM qualified or higher Degree graduate desirable. Competitive salary offered. <p>Hours: Monday to Friday 9am – 5:30pm</p> <p>Please call our friendly, highly experienced RAYNER PERSONNEL EAST team today for a confidential chat about the role and full candidate requirements :-</p> <p>IAN HOSKINS Director 07538 315866 ian@raynerpersonnel.com www.raynerpersonnel.com</p>
<p>Company website (optional):</p>	<p>www.raynerpersonnel.com</p>