



## JOB ADVERT - Details

<b>Company:</b>	Rendall and Rittner
<b>Role title:</b>	Assistant Property Manager
<b>Internal Reference Number:</b>	HO- 2766
<b>Closing date:</b>	30 days from the advert being posted
<b>Salary:</b>	£20,000 - £25,000 per annum (depending on experience)
<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 (Aldgate, Woolwich or Vauxhall)
<b>Contact details for applications:</b>	Tope Amore Recruitment@rendallandrittner.co.uk 020 3761 3107
<b>Role description:</b>	<p>We are looking for an Assistant Property Manager to join our team based at our head office in Aldgate.</p> <p>As an Assistant Property Manager, you will provide essential administrative support to the Property Manager in order to ensure the effective day to day management of each development within the assigned portfolio of properties.</p> <p><b>Key responsibilities will include:</b></p> <ul style="list-style-type: none"> <li>• Responding to all verbal and written queries from residents, escalating all issues as required.</li> <li>• Managing all electronic data and e-mails and ensuring</li> </ul>

	<p>all client files are updated.</p> <ul style="list-style-type: none"> <li>• Act as a first point of contact for all queries from site based staff members, escalating as required.</li> <li>• Issuing service charge and ground rent application for payments.</li> <li>• Assisting in the production of budgets, including reserve funding for the forthcoming year.</li> <li>• Carry out regular site visits to ensure all buildings are in good order.</li> <li>• Liaising with all external contractors including solicitors, as required.</li> </ul> <p><b>Skills and Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of providing administrative support.</li> <li>• Substantial experience of delivering excellent customer service.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Strong IT Skills.</li> <li>• Previous experience of the property management industry (highly desirable).</li> <li>• Ability to work under pressure and to deadlines.</li> </ul> <p><b>This is a permanent position</b></p> <p><b>Working Hours:</b> 9.00 am to 5.30 pm (Monday to Friday) plus occasional attendance at evening meetings</p>
<p><b>Company website (optional):</b></p>	<p><a href="https://www.rendallandrittner.co.uk">https://www.rendallandrittner.co.uk</a></p>