

JOB ADVERT - Details



Company:	Rendall and Rittner
Role title:	Property Manager
Internal Reference Number:	HO-2328
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>As a Property Manager, you will be responsible for managing an allocated portfolio of developments and will ensure the provision of efficient and accurate administrative and day-to-day property management service.</p> <p>Key responsibilities will include:</p> <ul style="list-style-type: none"> • Financial Management including budgets, accounts and client reports.

	<ul style="list-style-type: none"> • Management of all aspects of Health and Safety. • Conducting regular site inspections and overseeing maintenance issues. • Communication with key stakeholders including client and residents meetings. <p>Skills and Experience:</p> <ul style="list-style-type: none"> • Significant experience of working within the block property management industry. • Relevant IRPM qualifications, or willingness and ability to obtain within first year of employment. • Proven ability to and handle confidential information and provide advice sensitive matters. • Previous experience of leading/supervising site based team members. • Excellent written and verbal communication skills.
Company website (optional):	https://www.rendallandrittner.co.uk