



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 – Aldgate, Vauxhall or Woolwich
Contact details for applications:	Lorraine.lfil@rendallandrittner.co.uk 07778473446
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. • Management of all aspects of Health and Safety. • Conducting regular site inspections and overseeing maintenance issues. • Communication with key stakeholders including client

	<p>and residents meetings.</p> <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.
<p>Company website (optional):</p>	<p>https://www.rendallandrittner.co.uk</p>