

JOB ADVERT - Details



Company:	Rendall and Rittner
Role title:	Senior Property Manager
Internal Reference Number:	HO-2667
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 Senior Property Manager, you will be responsible for managing a portfolio of large/complex developments and will ensure the provision of efficient and accurate administrative and day-to-day property management service. In addition, you will work in partnership with the team leader to provide expert guidance and mentoring to colleagues within your team.</p> <p>Key responsibilities will include:</p> <ul style="list-style-type: none"> • Manage on-site staff and relevant employment related issues. • Line manage staff working on their portfolio. • Oversee planning and execution of day-to-day

	<p>operations of the developments within the assigned portfolios.</p> <ul style="list-style-type: none"> • Financial Management including budgets, accounts and client reports. • 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"> • Extensive block management experience (essential). • Substantial prior experience of delivering excellent customer service to clients. • Previous experience of managing/supervising team members. • Excellent written and verbal communication skills. • IRPM associate/membership (or willingness and ability to obtain within first year of employment)
Company website (optional):	https://www.rendallandrittner.co.uk