

JOB ADVERT - Details



Company:	Rendall and Rittner
Role title:	Senior Property Manager
Internal Reference Number:	HO-3437 (Aldgate)
Closing date:	30 days from the advert being posted
Salary:	£40,000 - £50,000 DOE
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
Contact details for applications:	Lorraine.lfil@rendallandrittner.co.uk 07778473446
Role description:	<p>Senior Property Manager position at Rendall & Rittner (HQ Aldgate)</p> <p>Working Hours – 09:00 – 17:30 Monday - Friday</p> <p>Salary - £40,000 - £50,000 per annum (Depending on experience)</p> <p>Contract - permanent</p> <p>Who we are?</p>

Rendall & Rittner is a place where hard work is acknowledged and rewarded, where development is nurtured and supported, where values are never compromised and where success is celebrated.

We are a responsible modern organisation, with best practice a fundamental part of our DNA. We're ever conscious of the need for balance: superlative client service with sustainability; management excellence with staff motivation; financial prudence with a permanent programme of growth and improvement.

At Rendall & Rittner, we focus on delivering outstanding management to our clients and lessees. We are constantly developing initiatives to ensure that our day-to-day management is as effective as possible. Key services and strategies include our innovative approach to management and customer service, our dedication to corporate social responsibility and investment in our staff.

Every great Rendall & Rittner experience needs great people!

Your working environment?

Our Head Office is located opposite Aldgate underground station and a short walk to Bank, Monument, Liverpool Street, Fenchurch Street and Cannon Street stations. We have several interactive meeting, conference and training rooms as well as a break out area for all employees.

What makes a brilliant Rendall & Rittner Senior Property Manager?

- you'll have experience directly managing large/complex properties, providing a day-to-day property management service.
- you'll have experience managing staff and relevant employment related issues. You will have developed teams, fostering an environment of learning, continuous improvement and maximisation of performance
- you'll have managed budgets and overall expenditure for developments, producing forecasts and reports.
- you'll be a true expert in customer service, who uses this to lead, engage and inspire others.
- you're always looking for opportunities to drive the performance of your portfolio and contribute to amazing results.
- you have overseen complex major works and carried out the Section 20 consultation process.
- you'll have the ability to interpret policies, procedures and relevant leasehold legislation, researching where required and providing advice consistently, demonstrating a working knowledge of relevant Landlord and Tenant Act, RICS and ARMA guidelines, regulations and procedures, keeping informed of any amendments and best practice on disseminating residential block property management advice.
- you'll already have some brilliant experience behind you conducting site inspections, ensuring Health & Safety regulations are adhered to

and having a basic working knowledge in building maintenance systems

- you'll have experience building and establishing relationships with clients
- you'll have experience in understanding, interpreting and preparing complex reports and plans (financial report, budgeting, works scheduling, workload allocation, performance planning)
- are an IRPM associate/membership (or willing and able to obtain within first year of employment)
- your team matters to you, so you support them, working together, building strong working relationships with residents, contractors, ultimately being part of a strong unified working environment.

Working with Rendall & Rittner is more than a job, it's a career!

As a Rendall and Rittner Senior Property Manager, you'll receive

- Support with your career development aspirations with fully funded training programmes such as IOSH, NEBOSH, IRPM and many more.
- Exclusive savings on travel, shopping, restaurants and health and fitness through our benefits portal. Including, but not limited to discounts at Virgin Media, Virgin Active, TM Lewin, Charles Tyrwhitt, Apple, Samsung, BT Broadband, EE, Deliveroo, The Gym, Nespresso and much much more.
- A competitive salary
- Private Medical Care for Managers and Employees following a qualifying period
- Season Ticket Loans
- Free Eye Tests
- Life Assurance
- Full Company Induction with VIP guest speakers
- Induction onto our staff recognition platform
- 25 days holiday + bank holidays
- Discretionary Bonuses
- Employee referral scheme with rewards up to £1500 per referral
- Enrolment into the Rendall & Rittner Pension scheme
- Free Magazine stand offering titles such as Top Gear, Mens Health, GQ, Ideal Home, Elle, Cosmopolitan, Grazia and many more
- Break out area with Fruit, filtered water and hot drinks facilities
- Employee Assistance Programme including support on matters such as Family, Health, Money and Work.
- Participate in our Corporate Social Responsibility Initiatives
- and so much more!

To apply please respond with your CV. Look us up at Instagram, Twitter, LinkedIn or for more information please visit our website Rendall & Rittner - Work with us page for a list of our current opportunities.

All applicants must be eligible to live and work in the UK, without restrictions. Documented evidence of eligibility will be required from all candidates.

Company website (optional):	https://www.rendallandrittner.co.uk
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