



JOB ADVERT – Details

Company:	Rennie & Partners
Role title:	Residential Block Property Manager
Internal Reference Number:	
Closing date:	30th June 2019
Salary:	£35K to £45K depending on experience
Working Hours:	Monday to Friday 09.00 to 17.30
Temporary / Fixed Term / Permanent contract:	Permanent contract starting beginning of August 2019.
Location:	East Finchley.
Contact details for applications:	alison@renniepartners.co.uk
Role description:	<p>You will be responsible for managing an allocated portfolio of residential blocks so as to ensure the efficient and administrative day-to-day running of those blocks for our property management portfolio.</p> <p>Key responsibilities to include:</p> <p>Financial management including budgets, accounts and client reports.</p> <p>Responding to resident queries and managing e-mails as well as keeping the filing up to date.</p> <p>Issuing service charge and ground rent demands.</p>

	<p>Management of all aspects of Health and Safety.</p> <p>Conducting regular site inspections and overseeing maintenance issues.</p> <p>Communication with client and residential meetings.</p> <p>Attending AGM's and taking minutes of the meeting for residential blocks.</p> <p>Provide legal understanding and support on relevant leasehold, Landlord and Tenant Act, Section 20 notices and related lease restrictions and covenant issues.</p> <p>Liaising with external contractors and solicitors.</p> <p>Skills and Experience:</p> <p>A minimum of 2-3 years experience of working within the block property management industry and IRPM qualified.</p> <p>Good communication and administration skills.</p> <p>Computer literate in Word, Excel and Outlook.</p> <p>Experience of using Qube/MRI management system.</p>
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Company website (optional):	www.renniepartners.co.uk
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