

## JOB ADVERT - Details



<b>Company:</b>	Round Pegs Recruitment
<b>Role title:</b>	Block Manager – Bromley, BR1
<b>Internal Reference Number:</b>	BH1300
<b>Closing date:</b>	
<b>Salary:</b>	between £28,000pa to £30,000pa
<b>Working Hours:</b>	Monday to Friday 9am – 6pm
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Bromley
<b>Contact details for applications:</b>	Graham Green – graham@roundpegs.co.uk
<b>Role description:</b>	<p>Block Manager – Bromley, BR1</p> <p>A fantastic opportunity for an Experienced Block Manager has just come available. Our client based in Bromley, BR1 are currently looking for a Block Manager to join their busy and growing block management department.</p> <p>Duties will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Managing a portfolio of residential blocks and estates in and around the South East</li> <li>• Preparing and monitoring service charge budgets</li> <li>• Liaising with leaseholders, tradesmen, service providers and professional advisors</li> <li>• Arranging and monitoring works and repairs and service contracts</li> <li>• Administering insurance claims</li> <li>• Arranging large works and consulting with owners</li> </ul>

	<ul style="list-style-type: none"> <li>• Arranging risk assessments and monitoring health and safety compliance</li> <li>• Carrying out site inspections</li> </ul> <p>The right candidate ideally will possess the following:</p> <ul style="list-style-type: none"> <li>• Previous block management experience is required</li> <li>• A team player</li> <li>• Highly motivated</li> <li>• Numerate</li> <li>• Organised with attention to detail</li> <li>• An excellent communicator both verbal and written</li> <li>• Exceptional customer service</li> <li>• Experience in the property management sector (in particular long leasehold)</li> <li>• Drivers licence is required for site inspections (Use of pool car)</li> </ul> <p>This Block Manager position is a fantastic opportunity for the right candidate, with long term career prospects.</p> <p>The hours will be: Monday to Friday 9am – 6pm</p> <p>Salary range will be: £28,000pa to £30,000pa</p> <p>If this role is of interest to you and you have the necessary role requirements, please submit your most up to date CV and contact details to Graham Green at Roundpegs Property Recruitment today.</p> <p>Due to the high volume of enquiries that we receive, we are not always able to respond to all CVs. If you have not received a response within one week, please assume that your application has been unsuccessful in this instance. Thank you for your interest in Roundpegs Recruitment. If you are already registered with Roundpegs Recruitment, please express your interest in this role to your consultant.</p>
<p><b>Company website (optional):</b></p>	<p><a href="http://roundpegsrecruitment.co.uk">roundpegsrecruitment.co.uk</a></p>