

JOB ADVERT - Details

rylands associates | property management

Company:	Rylands Associates
Role title:	Senior property manager
Internal Reference Number:	Spm01
Closing date:	Tbc
Salary:	£30,000 -£35,000
Working Hours:	Monday to Friday 8.30am – 5pm
Permanent contract:	Permanent
Location:	Southend on sea Essex
Contact details for applications:	Hayley Lewis – Hr
Role description:	<p>Senior Property Manager – MIRPM qualified</p> <p>At Rylands our purpose is to serve our Clients. This means we are all about giving our Clients great service. We need dedicated, experienced team members that are diligent at all times and willing to go the extra mile to please our Clients. Our aim is to provide a service which is professional, personal, effective and caring.</p> <p>We are looking for a MIRPM Qualified or very experienced AIRPM to join our company as a Senior Property Manager to work from our Head Office in Southend overseeing an extensive portfolio.</p> <p>Responsibilities and Duties</p>

- Managing effective delivery of all operational and business processes so as to ensure the delivery of safe, personal and professional block management services
- Making sure our blocks meet all legislative and Client requirements, and responsibility for all Health & Safety requirements
- Overseeing delivery of efficient and effective repair and maintenance requirements and contractor management
- Overseeing Section 20 procedures
- Monitoring service charge budgets
- Ensuring the blocks and the grounds are well maintained and efficiently run, with communal areas safely maintained to a high standard
- Supervising onsite staff such as cleaners, handymen and concierges
- Taking a lead on formal resident and developer liaison (including attending residents' meetings)
- Driving service standards to rival competitor providers and actively seeking new business opportunities

Qualifications and Skills

- MIRPM Qualified or very experienced AIRPM
- Extensive block management experience
- Excellent customer service skills to maintain & build Client relationships and manage client expectations.
- Pleasant demeanour and ability to converse with residents, colleagues, management & Clients alike
- Knowledge of relevant Health, Safety & Fire requirements in relation to block management
- A flexible approach to doing all that is required to keep both clients and residents satisfied
- Excellent written and verbal English skills
- Computer literate

	<div style="text-align: right;"> <h1>Leasehold Property Managers</h1> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Rylands continuous expansion policy necessitates new opportunities for skilled and qualified property managers.</p> </div> <div style="width: 45%; text-align: right;">  </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 20px;"> <div style="width: 30%;">  </div> <div style="width: 40%;"> <p>Applicants must have minimum AIRPM status.</p> <ul style="list-style-type: none"> • Excellent remuneration package. • Use of company vehicle. • Superb career progression path. • Established Southend based offices. </div> <div style="width: 25%; text-align: right;"> <p>CV in confidence to: hlewis@rylands-associates.co.uk 01702 339944</p>  </div> </div>
<p>Company website (optional):</p>	<p>www.rylands-associates.co.uk</p>