

Your company logo

## JOB ADVERT - Details

<b>Company:</b>	Salter Rex LLP
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	
<b>Closing date:</b>	Open
<b>Salary:</b>	32-36k depending on experience
<b>Working Hours:</b>	9.30am-5.30pm
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Kentish Town NW5 2TP
<b>Contact details for applications:</b>	Ben Preko Tel 0207 428 6834 Email: bp@salter-rex.co.uk
<b>Role description:</b>	<p>Responsible for the full management of allocated portfolio of residential blocks of flats.</p> <p><b>Position: Property Manager</b></p> <p>This long established, independent firm of Chartered Surveyors in North West London are looking for the right person for the position of Property Manager. You will be expected to manage a portfolio of mainly residential properties and to have an awareness of the importance of client care and liaison. Duties will include co-ordination of the accounts and property services departments to ensure good service delivery to the clients. Attention to detail is critical as are superb inter-personnel skills.</p>

**Job Outline:**

You will report directly to The Associate Partner and Head of Property Management

The role will include the following but not be limited to: -

- Production of annual financial plan for properties
- Preparation and agreement of budgets with Clients
- Cash flow projections
- Undertaking periodic financial reviews of expenditure versus budget and cash flow implications
- Expenditure approval within agreed limits
- Reviewing contracts, agreeing service levels, identifying necessary preventative maintenance and pre authorising within agreed parameters.
- Undertaking retrospective approval of reactive maintenance.
- Reviewing cost of maintenance to the building on a regular basis, with the intention of identifying opportunities for proactive maintenance and adjustments to the major works programme, providing value for money to the Client.
- Supervision of on-site personnel
- Ensuring compliance with Health and Safety requirements and undertaking basic risk assessment
- Reviewing Health and Safety reports and other inputs
- Co-ordination and liaison with workers, especially Health and Safety Consultants, where required
- Commissioning condition surveys and planning maintenance programmes subject to Client approval. Reviewing lease requirements/property condition and producing reserve fund projections or interim service charge collection to fund major works
- Taking responsibility for appointment of building surveyors proving a Section 20 notice and completion of major works programmes
- Undertaking regular reviews with Client
- Attending Board and Committee meetings as required.
- Receiving Client/customer complaints and dealing with them following company procedure
- Identifying opportunities for additional fee income to the department and business opportunities with Clients.
- Ensuring that property insurance cover is adequate and appropriate for the building
- Ensure that Client interest is best served always.
- Identifying and notifying Insurer of any material changes to risk
- Consideration of insurance re-evaluation
- Ensuring claims are dealt with promptly
- Responsible for ensuring that fee income is maximised on portfolio, fees are collected, management fee is renegotiated on an annual basis and that all works outside of contract terms are charged by agreement
- Administering licenses and consents for consignments, sublets and alterations.
- Notifying Client of covenant breaches.
- Undertaking regular inspections of property.
- Ad hoc duties as required

	<p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>Knowledge of all current related legislation</li> <li>Previous experience in commercial property management</li> <li>Ability to manage clients</li> <li>Computer literate</li> <li>Excellent inter-personal skills</li> <li>Ability to work under pressure</li> <li>Good command of the English language</li> </ul> <p><b>Personality Traits:</b></p> <ul style="list-style-type: none"> <li>Team player</li> <li>Driven</li> <li>Hard Worker</li> <li>Self-motivated</li> <li>Smart appearance</li> <li>Personable</li> <li>Hands on approach to work</li> <li>Sense of humour</li> <li>Calm under pressure</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Minimum of 3 yrs experience in property management</li> <li>Degree level or similar and IRPM or completing IR</li> </ul>
<p><b>Company website (optional):</b></p>	