

## JOB ADVERT - Details

<b>Company:</b>	Sawyers
<b>Role title:</b>	Residential Block Manager
<b>Internal Reference Number:</b>	
<b>Closing date:</b>	
<b>Salary:</b>	£24,000 to £30,000 depending on experience
<b>Working Hours:</b>	9am to 6 pm Monday to Friday, Some Saturdays on a rota
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent, may consider temporary
<b>Location:</b>	Stroud in Gloucestershire
<b>Contact details for applications:</b>	CV and covering letter to <a href="mailto:steven@sawyersestateagents.co.uk">steven@sawyersestateagents.co.uk</a>
<b>Role description:</b>	<p>We are a company dealing with sales, lettings and block management and currently seeking a Residential Block Manager to deal with a small portfolio of residential blocks within the Stroud District. A minimum of 2 years on the job block management experience is preferred.</p> <p>Main Duties and Responsibilities, though not inclusive include</p> <ul style="list-style-type: none"> <li>* Manage your own portfolio to include all aspects of Block Management</li> <li>* Site visits and compile schedules of works, instructing contractors as required</li> <li>* Preparing the annual service budget and sending out service charge accounts</li> <li>* Completing any Section 20 Notices that are required</li> </ul>

	<p>* Chairing the AGMs and meeting with Leaseholders / Freeholders</p> <p>One will also be responsible for meeting with new clients to arrange new business.</p> <p>It is important that you are thorough and have a strong work ethic, polite and well mannered. Have a knowledge of Health and Safety regulations, keep up to date with legal matters, apply to the terms of the lease, deal with matters arising and have an upstanding of accounts to be able to compile budgets, reserves and final accounts. Also you will be required to deal with insurance renewals / claims and any major client works.</p> <p>Ideally IRPM qualified. Experience of residential lettings through ARLA would also be an advantage.</p>
<b>Company website (optional):</b>	<a href="http://www.sawyersestateagents.co.uk">www.sawyersestateagents.co.uk</a>