

## JOB ADVERT - Details



<b>Company:</b>	Scanlans
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	
<b>Closing date:</b>	N/A
<b>Salary:</b>	£25 - £30K
<b>Working Hours:</b>	0900 – 1700 Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent Contract
<b>Location:</b>	Leeds
<b>Contact details for applications:</b>	Michael.Willans@Scanlans.com
<b>Role description:</b>	<p>Duties to include:</p> <ul style="list-style-type: none"> <li>* Providing exceptional levels of service to clients</li> <li>* Visiting sites and ensuring contractors attend to works</li> <li>* Preparing and Issuing service charge budgets</li> <li>* Completing Section 20 Notices</li> <li>* Liaising with internal accounts and utilising specialist property management software</li> <li>* Attending AGM's</li> </ul>
<b>Company website (optional):</b>	