

## JOB ADVERT - Details

<b>Company:</b>	Sebright Property Management
<b>Role title:</b>	Residential Block Property Manager
<b>Internal Reference Number:</b>	SPM1
<b>Closing date:</b>	N/A
<b>Salary:</b>	28,000- 40,000 Depending on experience
<b>Working Hours:</b>	9am – 5.30pm basic
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Harrow, Middlesex
<b>Contact details for applications:</b>	benn@sebrightproperty.co.uk
<b>Role description:</b>	<p>Sebright Property Management is a successful and expanding Residential Block Property Management Company based in Harrow, Middlesex, managing a portfolio of residential blocks throughout London, Middlesex and the surrounding areas.</p> <p>We are seeking an experienced Residential Block Property Manager to join our team, reporting to the Director and working within a small team. We are an ARMA regulated practice and as such we require a customer focused, quality minded property manager who is able to provide a professional, friendly and dedicated property management service to our clients and leaseholders.</p> <p>You will be client-facing and will need to deliver a complete day to day management service of a portfolio of properties to be specified by the Director.</p> <p>You will have a minimum of 2 years block experience enabling you to deal autonomously with service charge budgets, major works, buildings insurance, AGM's and general day to day client liaison.</p>

	<p><b>Core responsibilities;</b></p> <ul style="list-style-type: none"> <li>- To prepare annual service charge estimates in consultation with landlords and resident management committees</li> <li>- To monitor expenditure and consult under Section 20 for any major planned expenditure</li> <li>- To liaise with clients, contractors and residents on a daily basis</li> <li>- To work closely with accounts staff and the Director within the office</li> <li>- To manage and supervise on-site staff, conduct regular site visits and attend residents AGMs</li> <li>- Attend evening meetings from time to time as required by clients</li> </ul> <p>The successful candidate must have:</p> <ul style="list-style-type: none"> <li>- A professional, polite and pragmatic approach</li> <li>- Excellent communication and organisational skills</li> <li>- Attention to detail</li> <li>- Sound IT skills including experience with block management software</li> <li>- Sound knowledge of current legislation</li> <li>- IRPM qualification</li> <li>- A strong proven track record</li> </ul> <p>You must be able to provide professional references and have your own vehicle for site visits and meetings.</p> <p>This is an exciting position with lots of potential for growth within the Company for the right candidate.  Salary £28k - £40k per annum depending upon experience  Interviews are being held ASAP so apply now for IMMEDIATE consideration</p>
<p><b>Company website (optional):</b></p>	<p><a href="https://www.sebrightproperty.co.uk">https://www.sebrightproperty.co.uk</a></p>