



JOB ADVERT - Details

Company:	TemplePM
Role title:	Assistant Property Manager
Internal Reference Number:	TPM9110
Closing date:	N/A
Salary:	Up to £25k
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	West Yorkshire
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Assistant Property Manager / West Yorkshire / Up to £25k</p> <p>Our client is a specialist in residential block management and due to continued growth, they are looking for an Assistant Property Manager to help manage a sizeable portfolio around the Leeds area. Some experience of block management is required and an IRPM qualification is desirable.</p> <p>Duties to include:</p> <ul style="list-style-type: none"> * Providing exceptional levels of service to clients * Visiting sites and ensuring contractors attend to works * Preparing and Issuing service charge budgets * Completing Section 20 Notices * Liaising with internal accounts and utilising specialist property

	<p>management software, Qube * Attending AGMs</p> <p>The above is a summary of routine duties and is not meant to be comprehensive. Additional ad-hoc duties will arise which will be considered to form a reasonable part of the role.</p> <p>You will have a keen eye for detail and be used to dealing with prestige clients where service levels are paramount. You will have experience in residential property management. An IRPM qualification is desirable but training will be provided. Own car is essential.</p> <p>Unfortunately, candidates without prior experience within the property industry cannot be considered.</p> <p>TemplePM - Recruitment Specialists within the Property Sector finding positions for Block Managers, Property Managers, Estate Managers and Surveyors. If you feel that you have the right background or would like to speak with someone who understands what you do, then please contact us at TemplePM.</p>
<p>Company website (optional):</p>	<p>http://www.templepm.com/</p>