



## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Home-Based Block Manager
<b>Internal Reference Number:</b>	TPM9125
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £35k + Car
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Bedfordshire
<b>Contact details for applications:</b>	Caroline Tompkins 01789 470403 caroline@templepm.com
<b>Role description:</b>	<p>Home-Based Block Manager / Bedfordshire / up to £35k + Car</p> <p>So, are you looking for a change?</p> <p>Do you want to work for a company who loves their customers, where being a team player matters and you enjoy working for a successful business who has a just 'get on with it' attitude?</p> <p>We could have the perfect job for you!</p> <p>This company is an established property company who are now looking for a new member of staff. They are in the position to employ a Block Manager for their property management team working from home. The portfolio is based in the Bedfordshire and Cambridgeshire area.</p>

	<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 AGMs</li> </ul> <p>You will have a keen eye for detail and be used to dealing with prestige clients where service levels are paramount. It is expected that you will have a couple of years' experience in residential block management and though not essential, the AIRPM qualification is desirable. A clean driving license is however essential for this role.</p> <p>Please note salary will be commensurate with experience and only suitable candidates will be contacted.</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><b>Company website (optional):</b></p>	<p><a href="http://www.templepm.com/">http://www.templepm.com/</a></p>