



JOB ADVERT - Details

Company:	TemplePM
Role title:	Block Manager
Internal Reference Number:	TPM9090
Closing date:	N/A
Salary:	Up to £26k
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Essex
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Block Manager / Essex / up to £26k</p> <p>We are now keen to find an experienced Residential Block Manager for our client based in Essex. The client is a specialist in residential block management and they are looking for the right candidate, who can hit the ground running with a portfolio, to join their team.</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 * Attending AGMs</p> <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 at least 2 years' experience in residential block management and the AIRPM qualification is desirable. A clean driving licence is essential for this role, and a pool car is available for site visits.</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>
Company website (optional):	http://www.templepm.com/