



## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Block Manager
<b>Internal Reference Number:</b>	TPM9128
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £35k
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Reading
<b>Contact details for applications:</b>	Steve Grimsley 01789 470403 steve@templepm.com
<b>Role description:</b>	<p>Block Manager / Reading / Up to £35k</p> <p>We are now keen to find a hard-working experienced residential block manager for our client based in Reading.</p> <p>Our client is a specialist in residential block management and due to continued growth in their portfolio they are now looking for an experienced Property Manager to manage a large portfolio in and around the Reading area. The clients are a mixture of freehold and RMC's which are located in and around the South Midlands and Reading.</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> </ul>

	<p>* Liaising with internal accounts and utilising specialist property management software</p> <p>* Attending AGM's</p> <p>You will have a keen eye for detail and be used to dealing with clients where service levels are paramount. It is expected that you should have at least 2 years' experience in residential block management and an AIRPM qualification would be beneficial.</p> <p>TemplePM - Recruitment Specialist within the Property Sector finding positions for Block Managers, Property Managers, Estate Managers and Surveyors. If you feel that you have the right back ground or would like to deal with someone who knows what you do, then please contact us TemplePM.</p>
<p><b>Company website (optional):</b></p>	<p><a href="http://www.templepm.com/">http://www.templepm.com/</a></p>