

## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Assistant Block Manager
<b>Internal Reference Number:</b>	TPM9303
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £27,000
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Central London
<b>Contact details for applications:</b>	Caroline Tompkins 01789 470403 caroline@templepm.com
<b>Role description:</b>	<p>Assistant Block Manager / Central London / Up to £27k</p> <p>We are now keen to find an enthusiastic Assistant Block Manager for our client based in Central London.</p> <p>Our client is a specialist in residential block management and due to continued growth in their portfolio they are looking for an Assistant Property Manager to work with the experienced Block Managers. This is a superb opportunity for career progression within an established and highly professional block management company.</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> </ul>

	<ul style="list-style-type: none"> <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, Qube</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 at least 1 year's experience in the residential block management sector, and it is desirable that you have achieved the Foundation level of the IRPM.</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>