



JOB ADVERT - Details

Company:	TemplePM
Role title:	Assistant Block Manager
Internal Reference Number:	TPM9148
Closing date:	N/A
Salary:	Up to £26k
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	West London
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Assistant Block Manager / West London / Up to £26k</p> <p>We are now keen to find a hard-working Assistant Residential Property Manager for our client based in West London. You will need to have in excess of a year's experience in Block Management.</p> <p>Our client is a specialist in residential property management and due to continued growth in their portfolio they are looking for an Assistant Property Manager to join their team. You would be responsible for assisting to manage a portfolio in West London and the surrounding area.</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 management software, Qube * Attending AGMs <p>You will have a keen eye for detail and be used to dealing with prestige clients where service levels are paramount. You will already have experience in residential property management. The IRPM qualification is desirable but training will be provided.</p> <p>Unfortunately, candidates without prior experience within the property industry cannot be considered 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 deal with someone who knows what you do, then please contact us at TemplePM.</p>
<p>Company website (optional):</p>	<p>http://www.templepm.com/</p>