

JOB ADVERT - Details

Company:	TemplePM
Role title:	Assistant Property Manager
Internal Reference Number:	TPM9312
Closing date:	N/A
Salary:	£20,000
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	North Kent
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Assistant Property Manager / £20,000 / North Kent</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 alongside the block management team to help manage a large portfolio. The clients are a mixture of freehold and RMCs which are located in and around the Kent area.</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

	<p>* Attending AGMs</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 some experience in residential block management.</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 background or would like to deal with someone who knows what you do, then please contact us TemplePM.</p>
Company website (optional):	http://www.templepm.com/