

## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Block Manager
<b>Internal Reference Number:</b>	TPM9309
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £32,000 + Car Allowance
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Brighton
<b>Contact details for applications:</b>	Steve Grimsley 01789 470403 steve@templepm.com
<b>Role description:</b>	<p>Block Manager / Brighton / £32,000 + Car Allowance</p> <p>We now have an urgent requirement for a Residential Block Manager/Property Manager to oversee a portfolio of circa 600 residential units in South England.</p> <p>Our client is a reputable and rapidly expanding residential block management specialist with an enviable reputation for offering exceptional service levels to a range of clients across Sussex. Due to significant levels of business they now require an experienced Residential Block Manager to oversee the smooth running of a portfolio. Responsibilities will 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> <li>* Preparing and Issuing service charge budgets</li> </ul>

	<ul style="list-style-type: none"> <li>* Completing Section 20 Notices</li> <li>* Liaising with internal accounts and utilising specialist property management software</li> <li>* Attending AGM's</li> </ul> <p>We are looking for someone experienced in residential block management, in particular, we are looking for someone who is capable of taking responsibility for a portfolio and pro-actively manage a varied portfolio and client base.</p> <p>We would like to hear from someone with strong communication and presentation skills. If you feel you have the right background for this interesting and varied role, we would like to hear from you.</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 Temple PM.</p>
<p><b>Company website (optional):</b></p>	<p><a href="http://www.templepm.com/">http://www.templepm.com/</a></p>