



JOB ADVERT - Details

Company:	TemplePM
Role title:	Block Manager
Internal Reference Number:	TPM9141
Closing date:	N/A
Salary:	Up to £32k
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	East Sussex
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Block Manager / East Sussex / up to £32k</p> <p>We are now keen to find an experienced and hard-working Residential Block Manager for our client based in East Sussex.</p> <p>Our client is a specialist in residential block management and due to continued growth in their portfolio they are looking for an experienced Property Manager to manage a mixed portfolio in the East Sussex 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

	<p>* Liaising with internal accounts and utilising specialist property management software</p> <p>* Attending AGMs</p> <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 18 months' experience in residential block management and the IRPM qualification is desirable, though not essential at this stage. A clean driving licence and use of own vehicle is required; mileage will be paid.</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>Company website (optional):</p>	<p>http://www.templepm.com/</p>