



JOB ADVERT - Details

Company:	TemplePM
Role title:	Block Manager
Internal Reference Number:	TPM9138
Closing date:	N/A
Salary:	Up to £45k
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	North West London
Contact details for applications:	Gareth Surdo 01789 470403 gareth@templepm.com
Role description:	<p>Block Manager / North West London/ up to £45k</p> <p>So, are you looking for a change?</p> <p>Do you have proven Block Management experience?</p> <p>Would you enjoy working for a small but very successful business that is growing who has a just 'get on with it' attitude?</p> <p>We could have the perfect job for you!</p> <p>This company is an established property company who are now looking for a new member of staff. They are in the position to employ a Block Manager for their property management team. 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 * Attending AGMs <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 2 years' experience in residential block management. A clean driving license is essential for this role as well as ownership of car.</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>