

JOB ADVERT - Details

Company:	TemplePM
Role title:	Block Manager
Internal Reference Number:	Ref: 22
Closing date:	N/A
Salary:	Up to £40,000
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	SW London
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Block Manager / SW London / Up to £40,000</p> <p>We are now keen to find a hard-working experienced residential Block Manager for our client based in SW London.</p> <p>Our client is a specialist in residential block management and due to continuing growth in their portfolio they are now looking for an experienced Property Manager to manage a residential portfolio in SW 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

	<ul style="list-style-type: none"> * 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 clients where service levels are paramount. It is expected that you should have several years' experience in residential block management and an IRPM qualification would be beneficial.</p> <p>It is essential for this role that you can drive and have a car available for business use. Mileage will be paid.</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 speak with someone who understands what you do, then please contact us TemplePM.</p>
<p>Company website (optional):</p>	<p>http://www.templepm.com/</p>