

## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Block Manager
<b>Internal Reference Number:</b>	TPM9311
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £35,000
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	West Yorkshire
<b>Contact details for applications:</b>	Caroline Tompkins 01789 470403 caroline@templepm.com
<b>Role description:</b>	<p>Block Manager / West Yorkshire / Up to £35,000</p> <p>We are now keen to find an experienced Residential Block Manager for our client based in West Yorkshire.</p> <p>Our client is a specialist in residential block management and due to continued growth in their portfolio they are now looking for an experienced Property Manager to manage a portfolio around the Leeds area.</p> <p>Duties to 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 AGMs</li> </ul> <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 the AIRPM qualification would be beneficial.</p> <p>To be considered for this role, it is essential that you drive and have access to your own vehicle.</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><b>Company website (optional):</b></p>	<p><a href="http://www.templepm.com/">http://www.templepm.com/</a></p>