

## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Block Property Manager
<b>Internal Reference Number:</b>	TPM9187
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £45,000
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	West London
<b>Contact details for applications:</b>	Caroline Tompkins 01789 470403 caroline@templepm.com
<b>Role description:</b>	<p>Block Property Manager / West London / Up to £45k</p> <p>My client is a residential block management specialist with a reputation for offering exceptional service levels to a range of clients in West London. They now require a Residential Block Manager to oversee the smooth running of a portfolio.</p> <p>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> <li>* Completing Section 20 Notices</li> <li>* Liaising with internal accounts and utilising specialist property</li> </ul>

	<p>management software * Attending AGMs as required</p> <p>We are looking for an experienced Block Manager who is capable of taking responsibility for a portfolio and to pro-actively manage a varied portfolio and client base. The IRPM qualification is desirable. It is preferable that you drive and have access to a car, but the properties are accessible by public transport. Salary will be according to experience.</p> <p>If you feel you have the right background for this interesting and varied role, we would like to hear from you.</p> <p>Please note only suitable candidates will be contacted.</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>
<b>Company website (optional):</b>	<a href="http://www.templepm.com/">http://www.templepm.com/</a>