

## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Desktop Block Manager
<b>Internal Reference Number:</b>	TPM9186
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £24,000
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Hertfordshire
<b>Contact details for applications:</b>	Gareth Surdo 01789 470403 gareth@templepm.com
<b>Role description:</b>	<p>Desktop Block Manager / Hertfordshire / Up to £24k</p> <p>Our client, based in Hertfordshire, is a specialist in residential block management and due to continued growth in their portfolio they are looking for an experienced Block Property Manager to join their team.</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> <li>* Completing Section 20 Notices</li> <li>* Liaising with internal accounts and utilising specialist property</li> </ul>

	<p>management software * Attending AGMs</p> <p>You will have a keen eye for detail and be used to dealing with clients for whom high levels of service are paramount. It is expected that you will already have at least 2 years' experience in residential block management and although not essential, the IRPM qualification is desirable. A full, clean driving licence and own transport is essential for this role. 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><b>Company website (optional):</b></p>	<p><a href="http://www.templepm.com/">http://www.templepm.com/</a></p>