

JOB ADVERT - Details

Company:	TemplePM
Role title:	Estate Manager
Internal Reference Number:	Ref: 34
Closing date:	N/A
Salary:	Up to £35,000
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Newbury
Contact details for applications:	Steve Grimsley 01789 470403 steve@templepm.com
Role description:	<p>Estate Manager / Newbury / Up to 35,000</p> <p>Our client is looking for an experienced Estate Manager for an exciting new development based in Newbury. You must have estate management experience and have great customer service skills.</p> <p>Hours - Monday to Friday 8:45am to 5:30pm.</p> <p>Main duties and responsibilities:</p> <ul style="list-style-type: none"> To maintain regular contact with all the residents and each morning to call on any who require a daily call to ensure their well-being.

	<ul style="list-style-type: none"> • Provide assistance to residents generally and promote a friendly and convivial atmosphere within the development. The Estate Manager may be required to organise and promote events, which are for the benefit of residents, including coffee mornings and social events. • Responding to requests from lessees for minor works • Liaising with contractors and surveyors • The administration of minor works processes with record keeping, instructing contractors, progress chasing, diary keeping, correspondence, processing invoices and filing. • Liaising with other colleagues and departments within the company • Providing administrative support to the Property Manager and board of Directors when away • Dealing with telephone calls, correspondence and any other support tasks as required • Assisting with the posting of mail merges • Any other tasks that may be reasonably required <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>
Company website (optional):	http://www.templepm.com/