



JOB ADVERT - Details

Company:	TemplePM
Role title:	Home-Based Property Manager
Internal Reference Number:	TPM9132
Closing date:	N/A
Salary:	Up to £35k + Car
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	South London
Contact details for applications:	Steve Grimsley 01789 470403 steve@templepm.com
Role description:	<p>Home-Based Property Manager / South London / £35,000 plus Company Car</p> <p>Our client is seeking an experienced property professional to manage a team of Estate Co-Ordinators that work alongside Estate Managers in managing leasehold developments. The client manages properties throughout England & Wales.</p> <p>This newly created role will entail:</p> <ul style="list-style-type: none"> ·Liaison with Lessees and clients; with customer focus a key priority ·Overseeing of Service Charge budgets

	<ul style="list-style-type: none"> ·Staff development through training and mentoring ·Monitoring of KPIs and maintenance of existing systems ·Devising and implementing new strategies for improved service delivery ·Excellent inter-departmental communication ·Managing the out of hours' service provider. <ul style="list-style-type: none"> • Visiting sites and ensuring contractors attend to works. <p>This role will suit an Estate Manager with experience of managing a portfolio of leasehold developments. The ideal candidate will also be a self-motivated, confident communicator with good all-round literacy skills and have a background of team management.</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 deal with someone who knows what you do, then please contact us at TemplePM.</p>
<p>Company website (optional):</p>	<p>http://www.templepm.com/</p>