

JOB ADVERT - Details

Company:	TemplePM
Role title:	Home-based Block Manager
Internal Reference Number:	TPM9240
Closing date:	N/A
Salary:	Up to £43,000 + car
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	London & South East
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Home-based Regional Block Manager / London & South East / up to £43,000 + car</p> <p>Our client, a specialist in residential block management, is looking for a home-based Regional Block Property Manager to lead and develop a team of Block Managers in and around London and the South East. The successful candidate will have at least 5 years' experience in the industry and will need to display strong line management skills along with the capability to manage a complex portfolio.</p> <p>Duties and requirements of the role will include:</p> <ul style="list-style-type: none"> * Management of a team of property managers in and around London and the South East * Regular attendance of Head Office meetings

	<ul style="list-style-type: none">* Effective management of performance, recognising and rewarding good performance and ensuring poor performance is resolved effectively within a timely manner.* Reviewing contracts, agree service levels, and identify necessary preventative maintenance* Dealing with residents' associations and representing at meetings as required* Resolving Client & Leaseholder complaints* Liaising with the accounts department to ensure that the team are providing accurate financial management for their developments.* Ensuring the team are managing contractor relationships effectively to guarantee customers are receiving the highest levels of service* Dealing with insurance matters such as obtaining competitive building and engineering insurance* Ensuring Health & Safety regulations are adhered to* Visiting sites and writing reports on a regular basis* Managing developer clients to encourage New Business opportunities* Building effective working relationships with in-house departments such as the Property Coordinators, Accountants etc.* Supporting other Regional Managers when necessary* Signing off high value project work and invoices as necessary* Ensuring business reputation is protected at all times <p>You will have a keen eye for detail and be used to dealing with prestige clients where service levels are paramount. It is expected that you will have substantial experience in residential block management as well as previous experience of managing a team. Ideally you will be MIRPM qualified and it is essential that you are able to drive. Knowledge of Propman is advantageous.</p> <p>Please note, 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</p>
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	background or would like to speak with someone who knows what you do, then please contact us at TemplePM.
Company website (optional):	http://www.templepm.com/