



JOB ADVERT - Details

Company:	TemplePM
Role title:	Home-based Block Manager
Internal Reference Number:	TPM9169
Closing date:	N/A
Salary:	Up to £30k + Car/Allowance
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Cheshire/Manchester/Wirral
Contact details for applications:	Steve Grimsley 01789 470403 steve@templepm.com
Role description:	<p>Home-based Block Manager / Cheshire, Manchester and the Wirral / £30,000 +Car / Allowance</p> <p>Let's get straight to the benefits, which is what you want to know right?</p> <ul style="list-style-type: none"> – You get to work from home; – £30k, might be a bit more, depends if you can wow the client. If you don't have to get up at 6am to get work, it must be worth a few quid! – Company car / allowance (you might not need a car, but you could use the allowance to help with your travel) – 24 days holiday and then you add bank holidays on top

	<ul style="list-style-type: none"> – Company Pension – Healthcare (all those aches and pains you can now get fixed) – There is a chance of bonus – IRPM qualification, that everyone is asking for, which they will pay for you to achieve <p>So, let's see what the job needs you to do: be a Block Manager with more than 2 years' experience. That does not mean lettings or HA but good old block management.</p> <ul style="list-style-type: none"> * Providing exceptional levels of service to clients * Visiting sites and ensuring contractors attend to works * Preparing and issuing service charge budgets * Completing Section 20 Notices * Liaising with internal accounts and utilising specialist property management software * Attending AGM's <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 deal with someone who knows what you do, then please contact us TemplePM.</p>
Company website (optional):	http://www.templepm.com/