



## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Home-based Block Manager
<b>Internal Reference Number:</b>	TPM9164
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £35k
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Hampshire
<b>Contact details for applications:</b>	Caroline Tompkins 01789 470403 caroline@templepm.com
<b>Role description:</b>	<p>Home-based Block Manager / Hampshire / Up to £35,000</p> <p>Our client based in The Midlands is a specialist in residential block management. Due to growth in their portfolio they are looking for an experienced Residential Block Manager to manage a portfolio in Hampshire. This position will be home-based.</p> <p>Duties and requirements of the role will include:</p> <ul style="list-style-type: none"> <li>* Management of a portfolio of residential blocks</li> <li>* Preparing annual service charge budgets for each property</li> </ul>

	<ul style="list-style-type: none"><li>* Review contracts, agree service levels, and identify necessary preventative maintenance</li><li>* Dealing with residents' associations and representing at AGMs</li><li>* Resolving client &amp; leaseholder complaints</li><li>* Arranging and attending resident meetings, writing minutes and dealing with action points</li><li>* Issuing Section 20 notices overlooking works from start to finish.</li><li>* Knowledge of Lease Restrictions &amp; Covenant, Landlord &amp; Tenant Act 1985,</li><li>* Dealing with insurance matters such as obtaining competitive building and engineering insurance</li><li>* Organising Director's &amp; Officer's insurance policies with brokers for freehold companies</li><li>* Ensure Health &amp; Safety regulations are adhered to</li><li>* Circulate information to residents concerning management issues</li><li>* Visiting sites and writing reports on regular basis</li><li>* Dealing with developers/contractors resolving issues with new builds and newly refurbished blocks.</li></ul> <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.</p> <p>A clean driving licence and use of car is required for this role. Please note that 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>
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<b>Company website (optional):</b>	<a href="http://www.templepm.com/">http://www.templepm.com/</a>
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