

JOB ADVERT - Details

Company:	TemplePM
Role title:	Home-based Block Manager
Internal Reference Number:	Ref: 35
Closing date:	N/A
Salary:	Up to £40,000 + Car Allowance
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	North London
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Home-based Block Manager / North London / Up to £40,000 + Car Allowance</p> <p>We are now keen to find an experienced and hard-working residential Block Manager for our client based in North London.</p> <p>Our client is a specialist in residential block management and due to continued growth in their portfolio they are looking for an experienced Property Manager to manage a small portfolio. The clients are a mixture of freehold and RMCs; which are located around the North London area.</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

	<p>* Liaising with internal accounts and utilising specialist property management software</p> <p>* Attending AGMs</p> <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 as well as substantial experience in residential block management you should also be at least AIRPM qualified.</p> <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>
<p>Company website (optional):</p>	<p>http://www.templepm.com/</p>