



JOB ADVERT - Details

Company:	TemplePM
Role title:	Junior Property Manager
Internal Reference Number:	TPM9145
Closing date:	N/A
Salary:	Up to £22k
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Hertfordshire
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Junior Property Manager / Hertfordshire / £22,000</p> <p>Our client is seeking a Junior Property professional to manage a portfolio around the Hertfordshire area with occasional travel further afield being required.</p> <p>This role will entail:</p> <ul style="list-style-type: none"> ·Liaison with Lessees and clients; with customer focus a key priority ·Producing Service Charge budgets and ensuring they are sent out on time

	<ul style="list-style-type: none"> ·Visiting sites, with a focus on H & S and ensuring contractors attend to works ·Authorising contractor's invoices and arranging payment ·To tender for maintenance services for clients as required ·Excellent inter-departmental communication <p>You will be helped to develop your skills with training, but you must have a basic or have active experience within the block management sector. The ideal candidate will also be a self-motivated, confident communicator with good all-round literacy skills and have a background of block management. A clean driving licence is required; company vehicle is available for site visits</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>
<p>Company website (optional):</p>	<p>http://www.templepm.com/</p>