



JOB ADVERT - Details

Company:	TemplePM
Role title:	Junior Property Manager
Internal Reference Number:	TPM9133
Closing date:	N/A
Salary:	Up to £25k
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Kent
Contact details for applications:	Steve Grimsley 01789 470403 steve@templepm.com
Role description:	<p>Junior Property Manager / Kent / 25,000</p> <p>Our client is seeking a Junior Property professional to manage a small portfolio around the Kent area. You will be working for a National Property Management firm, who manages leasehold developments throughout England & Wales.</p> <p>This role will entail:</p> <ul style="list-style-type: none"> ·Liaison with Lessees and clients; with customer focus a key priority ·Overseeing of Service Charge budgets ·Staff development through training and mentoring

	<ul style="list-style-type: none"> ·Monitoring of KPIs and maintenance of existing systems ·Devising and implementing new strategies for improved service delivery ·Excellent inter-departmental communication ·Managing the out of hours’ service provider. <ul style="list-style-type: none"> • Visiting sites and ensuring contractors attend to works. <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.</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 deal with someone who knows what you do, then please contact us at TemplePM.</p>
<p>Company website (optional):</p>	<p>http://www.templepm.com/</p>