

JOB ADVERT - Details

Company:	TemplePM
Role title:	Property Management Assistant
Internal Reference Number:	Ref: 25
Closing date:	N/A
Salary:	Up to £26,000
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Central London
Contact details for applications:	Caroline Tompkins 01789 470403 caroline@templepm.com
Role description:	<p>Property Management Assistant (Client Side) / Central London / Up to £26k</p> <p>We are now keen to find a Property Management Assistant for our client based in Central London. This will initially be a 12 month contract role and the client would like the post to be filled asap so if you are available now, and feel you have the right skill set, please get in touch with me at your earliest opportunity (details are below). There is a chance this could also become a permanent position.</p> <p>Our client is a developer and operator within the private rental sector and they are looking for a Property Management Assistant to primarily provide support to the Property Manager in order to aid the provision of first class management of a</p>

	<p>residential portfolio. Experience in a similar property related role is preferred along with knowledge of residential tenancies.</p> <p>Duties to include:</p> <ul style="list-style-type: none"> * Providing exceptional levels of service to residents * Administrative support, key management and ensuring contractors attend to works * Managing all aspects of vacant and void management inc. utilities and council tax * Arranging access for property inspections * Liaising with internal accounts and utilising specialist property management software, Qube * Compliance with Health & Safety legislation <p>You will have a keen eye for detail and be used to dealing with clients for whom service levels are paramount. Excellent administrative and organisational skills with the ability to work to tight deadlines are essential for this role. Previous experience in a similar role is desirable as is the ability to start as soon as possible.</p> <p>Please note only suitable candidates will be contacted.</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 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>