

## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Property Manager
<b>Internal Reference Number:</b>	TPM9314
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £32,000
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Central London
<b>Contact details for applications:</b>	Caroline Tompkins 01789 470403 caroline@templepm.com
<b>Role description:</b>	<p>Property Manager / Central London / Up to £32k</p> <p>We are now keen to find a Property Manager for our client based in Central London.</p> <p>Our client is a developer / freeholder and is looking for a Property Manager to provide first class management of a residential portfolio. Experience in a similar property related role is required along with knowledge of the Private Rental Sector.</p> <p>Duties to include:</p> <p>* Providing exceptional levels of customer service at all times</p>

	<ul style="list-style-type: none"> <li>* Responsibility to maximise the yield from the allocated portfolio</li> <li>* Management of Capital and Revenue expenditure in association with the Senior Property Manager and Asset Manager</li> <li>* Arranging access for and undertaking property inspections</li> <li>* Liaising with the Lettings team to minimise rental loss and maximise property values</li> <li>* Compliance with Health &amp; Safety legislation</li> </ul> <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 required and the ARLA qualification is desirable.</p> <p>This role is initially offered as a 12-month contract and it is essential that you have a full driving licence in order to be considered.</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><b>Company website (optional):</b></p>	<p><a href="http://www.templepm.com/">http://www.templepm.com/</a></p>