



## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Residential Block Manager
<b>Internal Reference Number:</b>	TPM9078
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £30k
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Norfolk
<b>Contact details for applications:</b>	Caroline Tompkins 01789 470403 caroline@templepm.com
<b>Role description:</b>	<p>Residential Block Manager / Norfolk / Up to £30k</p> <p>We are now keen to find an experienced residential Block Manager for our client based in Norfolk.</p> <p>Our client is a specialist in block management and they require an experienced Property Manager to manage a residential portfolio. The properties are mainly RMCs which are mostly located in the north Norfolk area and surrounding locality.</p> <p>Duties to include:</p> <ul style="list-style-type: none"> <li>* Providing exceptional levels of service to clients</li> <li>* Visiting sites and ensuring contractors attend to works</li> <li>* Preparing and Issuing service charge budgets</li> <li>* Completing Section 20 Notices</li> </ul>

	<p>* Liaising with internal accounts and utilising specialist property management software</p> <p>* Attending AGM's</p> <p>You will have a keen eye for detail and be used to dealing with clients for whom high levels of service are paramount. Several years' experience in residential block management is required and although not essential, the IRPM qualification is desirable.</p> <p>This role could offer the opportunity to be based partly from home as well from the office. It is essential that you have a clean driving licence and use of own vehicle.</p> <p>Please note only suitable candidates will be contacted.</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><b>Company website (optional):</b></p>	<p><a href="http://www.templepm.com/">http://www.templepm.com/</a></p>