



JOB ADVERT - Details

Company:	TemplePM
Role title:	Property Manager
Internal Reference Number:	TPM9093
Closing date:	N/A
Salary:	Up to £37k
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	West London
Contact details for applications:	Steve Grimsley 01789 470403 steve@templepm.com
Role description:	<p>Property Manager / West London / up to £37,000</p> <p>We are now keen to find a Property Manager for our client who is a specialist in residential block management. The role will involve the portfolio management of primarily residential properties based in West London.</p> <p>Main duties will include:</p> <ul style="list-style-type: none"> ·Provision of budgets, financial reports and year end and accounting services. ·Yearly budgetary reviews. ·Supervision of client site staff, site visits and inspections.

	<ul style="list-style-type: none"> ·Co-ordination of major works and external consultants. ·Landlord and Tenant Act advice. ·Supervision of maintenance contracts with particular emphasis on value for money. ·Attendance at client meetings and regular formal and informal client liaison and reporting. ·Overall responsibility for all client-based service provision on the portfolio in accordance with the management agreement and quality assurance procedures. ·Ensuring delivery of service concurs with quality assurance procedures, RICS and ARMA codes and good practice generally. ·Oversee and maintain income levels on the portfolio. <p>Additionally, the role will require the consistent enhancement of the client relationship and assisting with new business enquiries and marketing initiatives generally.</p> <p>You do not need to drive!</p> <p>This role will suit a pro-active, hands-on, enthusiastic and professional team player who wants to manage clients and not be managed by them. A property manager who shows leadership skills whilst maintaining good humour in dealing with clients, site staff, team members and other colleagues is a key requisite of this position.</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>