



JOB ADVERT - Details

Company:	TemplePM
Role title:	Senior Block Property Manager
Internal Reference Number:	TPM9121
Closing date:	N/A
Salary:	Up to £58k
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>Senior Block Property Manager / Central London / up to £58k</p> <p>We are now keen to find an experienced and hard-working Residential Block Manager for our client based in Central London.</p> <p>This will be a senior position and it is to manage a portfolio of prestigious properties for high end clients. There will be further scope for growth within the company; the successful candidate will have a wealth of experience and excellent client management skills.</p> <p>Duties to include:</p> <ul style="list-style-type: none"> * Providing exceptional levels of service to clients * Visiting sites and ensuring contractors attend to works

	<ul style="list-style-type: none"> * Preparing and Issuing service charge budgets * Completing Section 20 Notices * Liaising with internal accounts and utilising specialist property management software, Qube * Attending AGMs <p>You will have a keen eye for detail and be used to dealing with clients for whom service levels are paramount. It is expected that as well as substantial experience in residential block management you should also be IRPM qualified.</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 back ground or would like to deal with someone who knows what you do, then please contact us TemplePM.</p>
<p>Company website (optional):</p>	<p>http://www.templepm.com/</p>