

### Assistant Property Managers and Property Managers

Previous experience of the block management within the residential property market is required, however full and specific training will be given. It is important to be very well organised and able to work well under pressure when dealing with a constant high level of telephone calls and emails. Must be numerate and IT literate with Microsoft software and have an ability to multi-task and fit in scheduled work load with unplanned tasks and events.

Rendall and Rittner Limited is London's leading independent Managing Agent and has a large portfolio of some 25,000 units giving rise to an annual service charge collection of over £55 million, the management of over 530 on site staff and substantial plant and machinery. Employing over 125 people, Rendall and Rittner Limited manage traditional mansion blocks to substantial mixed use developments throughout Greater London and further afield.

Rendall and Rittner Limited is a member of the Association of Residential Managing Agents and will offer and provide training towards the Institute of Residential Property Management and Royal Institute of Chartered Surveyors qualifications.

### Duties include but are not limited to:

- Assist/Oversee day to day maintenance of leasehold properties
- Assist with/Attend, chair and minute client Board meetings, including AGM's and Directors meetings, usually held in the evenings
- Assist with/Oversee day to day, contracted and cyclical maintenance
- Assist with/Project Manage major internal and external works
- Liaise with local councils and government bodies and police to adhere to relevant regulations
- Manage hard and soft copy data and e-mails and ensure all client files are updated
- Deal with flat owners/tenants queries verbally and in written form
- Assist with/Manage on-site staff and manage relevant employment issues with support from HR department.
- Assist with/Issue and collect service charge and ground rent
- Assist with/Produce budgets, including reserve funding for the forthcoming years for Board approval
- Manage expenditure against budget throughout the financial year and produce reports as required for the Board
- Assist with/Carry out regular site visits to ensure all buildings are in good order
- Circulate information to residents concerning management issues
- Ensure Health & Safety regulations are adhered to
- Provide legal understanding of relevant leasehold, Landlord and Tenant Act, Section 20 Notices and related lease restrictions and covenant issues

All assistants and property managers work in teams supported by the following departments: Finance and Portfolio Accounts, Legal and Credit Control, Support, Estate Operations, IT and HR and in conjunction with the Associate Directors and Board of the company.

Salary: On application and is dependent upon experience and includes 25 days holiday and healthcare cover.

**Please send a copy of your CV to Fiona Gasche at [human.resources@rendallandrittner.co.uk](mailto:human.resources@rendallandrittner.co.uk).** Previous applicants need not apply.