

FARRAR

A successful long-established residential property management company (managing agent) is looking for a well presented, experienced, outgoing and energetic **Property Manager** to cover maternity leave from July 2010 for 1 year. If the candidate sufficiently impresses us during their employment, and the business is able take on an additional member of staff, the position of property manager may become permanent. The portfolio is around 400 flats, almost all located in prestigious buildings throughout The Royal Borough of Kensington & Chelsea. Clients of this portfolio will expect the highly responsive service that they now enjoy throughout the time of the maternity leave. The duties include service charge budgeting, serving 'section 20' notices, arranging repairs and maintenance, overseeing minor works projects, attending & chairing AGMs, and so forth. If you are interested, please send a covering letter and CV via email or post to Jonathan Channing, Director, Farrar Property Management, The Studio, 16 Cavaye Place, Chelsea, SW10 9PT. Email: management@farrarandco.co.uk