

**P R GIBBS & CO LTD
NORTH WEST**

PROPERTY MANAGER

£ Negotiable. Permanent Contract

Property Manager required for independent Chartered Surveyors' Practice in Westhoughton, Bolton, Greater Manchester (15 miles central Manchester).

Profile

Ideally IRPM qualified with min 2-3 years' relevant experience of Residential Service Charge Management to manage extensive property portfolio across Manchester and North West. Driver, preferably with own car.

Duties to include:

- Service charge management
- Financial Control, Budgets, Year End Accounts
- Management of Debtors and Arrears
- Attendance at Board of Directors' Meetings (usually from 6pm)
- Site Visits/Inspections
- Efficient Delivery of Services – cleaning, gardening, maintenance and repairs, ensuring standards are maintained
- Correspondence, emails, phonecalls

Please apply in writing with full CV and telephone contact details to:

Mrs Parveen Memon-Ellis
Office Manager
P R Gibbs & Co Ltd
85–86 Market Street
Westhoughton
Bolton. BL5 3AA

Quoting ref: 001PM/02/2010

Email: pme@prgibbs.co.uk

Website: www.prgibbs.co.uk