

Crabtree Property Management Limited was established in 1984 and currently has over 17,000 individual units within its portfolio.

We manage a wide variety of property across London and the Home Counties for some 350 clients. The majority of these properties are residential blocks of flats, but we also manage shops, offices, houses and mixed properties. Our aim is to provide an efficient, effective and personal service to all of our clients.

Our property management team handles a wide variety of work: everything from supervising the day-to-day activity of on-site staff, through minor repairs to larger long-term maintenance programmes and major refurbishment works. To ensure that residents receive an effective repairs and emergency service, the team can be contacted 24 hours a day, 365 days a year, at our offices in Finchley, North London and Westminster.

We believe that the key to successful residential property management is a high degree of communication and a true sense of partnership between the property management team, on-site-staff, contractors, lessees and directors. Our organisation is based on efficient and effective systems that enable our staff to complete tasks and forward plan for all clients with the minimum of fuss and the narrowest possible margin for error.

Full Time Property Manager

We have a vacancy for a Property Manager to join our experienced team. You should have a minimum of 2 years Property Management experience and ideally be IRPM qualified.

Duties will include

- Make regular inspections of the properties, usually monthly but as necessary, to check upon the condition of the buildings and grounds, ascertain works of repair, monitor and supervise on site staff and contractors.
- Liaise with resident directors, lessees, residents, contractors and others as required, including dealing with telephone calls, faxes, emails and personal visits expediently and in a timely and courteous manner. Ensuring that all appropriate people are kept fully informed.
- Prepare annual service charge budgets, in conjunction with the accounts department and the resident directors as appropriate. Subsequently, ensuring that costs incurred stay in line with budgets and reporting deviations from the budget to a director.
- Instruct appropriate contractors for works of repair and/or maintenance, working within Landlord & Tenant Act procedures, including the changes to the Section 20 Act made in 2002, and the company's internal procedures in that regard. Subsequently supervising works as required, ensuring invoices are correct and approving or (not and) authorising them.
- Dealing expediently with insurance claims and associated works, liaising with loss adjusters and others as appropriate.
- Supervising caretakers, on site staff and contractors as appropriate, ensuring the proper day-to-day running of the properties, buildings, grounds, plant and equipment.
- Checking compliance with and enforcement of the terms of leases and statutory requirements.
- Attending residents meetings, board meetings and AGMs (usually during evenings, on site). Subsequently preparing, agreeing and circulating minutes as appropriate.
- Liaise with Accounts Department and others as required, regarding payment of service charges and other charges. Assisting with arrears collection if required, including attending court where necessary.

You must be able to drive and own a car. If you would like to apply for this position, please send your CV in with details of your current package to careers@crabtreeproperty.co.uk