



Job Title: Property Manager
Location: N W Surrey
Salary: Dependent on Skills & Experience

GCS Property Management is an independent managing agent based in Weybridge Surrey. We currently manage close to 3000 residential units spread across 90 developments in the North West Surrey area.

We seek an experienced property manager to join our expanding property team. The successful candidate will inherit a portfolio, which has arisen through a reorganisation and will assist in the development of this portfolio through the acquisition of new client instructions. A commitment to ongoing professional development will be essential.

Responsibilities:

- To work as an effective member of the property team.
- Day to day management of a client portfolio.
- Liaising generally with RMC Directors and leaseholders.
- Reporting to clients on a regular basis.
- Attending management meetings, AGMs and EGMs (including evening meetings). Presenting information on all aspects of the management & finances of the development.
- Assuring compliance with statutory regulations and Health & Safety requirements.
- Advising RMC Directors & leaseholders of the covenants contained in the lease.
- Preparation and presentation of annual service charge budgets.
- Arranging major works on behalf of clients under the requirements of S20 legislation.
- Arranging minor repairs and maintenance on behalf of clients.
- Monitoring and supervision of performance of regular maintenance contractors.
- Carrying out monthly site inspections for all properties within the portfolio.
- Assisting in the progression of building insurance claims.
- Assisting in the collection of service charge arrears.
- Assisting in providing information for solicitors' pre-contract enquiries
- Authorisation of supplier invoices.

Please apply with CV to:

recruitment@gcsproperty.com