

Claibon Property Services

Job Title	Assistant Property Manager
Hours of work	Monday to Friday 9am to 5.30pm
Location	East London, E1

Our client is a professional and well established firm specialising in residential block management. A new vacancy has arisen and is available immediately, details of duties listed below. Please submit your CV to cq@claibon.co.uk or fax 020 7233 8600.

Specification:

At least 2 years experience in administration and in property management would be preferable but not essential.

- Excellent communication skills (written and verbal)
- Be able to motivate staff
- Be able to provide a user friendly and customer orientated management service
- Excellent organisational skills
- Excellent customer care skills
- Good Word, Outlook and Excel skills

Purpose & Scope of Post:

- To ensure the smooth administration of the day to day activities of the relevant portfolio.

Duties:

- To assist in the day to day management of a designated portfolio of properties
- To assist in the administration of any on site staff employed
- To assist the property manager in providing a first rate management service meeting all legislative and statutory controls, best practice guidance issued by the RICS and ARMA and those of the firm
- To meet the requirements of the firm's clients and the needs of the lessees
- To assist in the preparation of a detailed annual budget of anticipated expenditure for each property in accordance with the service charge procedures within the portfolio and to ensure this is properly entered on to the computerised property management system
- To assist in the effective planning and management of all maintenance and repair work and to monitor and control all regular maintenance contracts. This will include specifying, tendering and supervising works where necessary
- To liaise with tenants, lessees and residents associations as and when required and to attend meetings with the manager
- To provide a proper and responsive service for tenants and lessees in answering all queries that may be raised in relation to the management of the property, the state of an individual's accounts and any general queries on the service charge etc. In providing this service to liaise with the accounts and cashiers department as and when required
- To provide management information as required
- To assist in the authorisation and approval of all invoices received for payment being satisfied that the works or supply represented by the invoice has been properly incurred and satisfactorily completed and delivered

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- To ensure that all insurance claims are properly made, estimates obtained for work and to assist in monitoring the processing of such claims through the underwriters
- To assist in the management of all on site and client staff for whom the property manager acts as line manager
- To ensure that the profile of the firm with the lessees and on the Estate is clear and visible by regular contact with lessees and regular visits and inspections around the Estate and to individual properties
- To assist in dealing with all day to day correspondence with lessees ensuring that this is dealt with within the client's requirements and the firm's requirements
- Any other legitimate tasks as reasonably requested by your manager.