



We are a professional and well established firm of leasehold managing agents specializing in residential block management. We manage over 12,000 individual properties nationwide

We are looking to recruit a Property Manager with a minimum 2 years experience in managing a residential portfolio.

The successful candidate will manage a portfolio of approx. 900 private residential units some of which are RMC's. The blocks are predominately located in the north of Birmingham and the Leicester area. The Property Manager would have their own assistant to organise minor repairs and carry out administration duties and also receive support from Head Office for insurance claims handling, planned maintenance and accounting.

Office Hours: Monday to Friday 8.45 to 17.15

Location: **Birmingham**

Key Duties:

- Carry out regular site visits to properties
- Monitor the performance of on site staff
- Appoint and manage the performance of cleaners, grounds maintenance and other contractors
- Monitor the performance of contractors carrying out minor repairs.
- Check and approve invoices from contractors.
- Deal with queries and complaints.
- Prepare and issue service charge budgets and monitor expenditure.
- Agree Year-End accounts and answer leaseholder queries.
- Liaise with the Contracts Service Department on planned maintenance
- Attend routine meetings with lessees.
- Organise, attend and act as Secretary for Residents'/Tenant AGMs.
- Liaise and assist the Accounts Department pursuing overdue invoices.
- Maintain the Portfolio database.
- Prepare and represent the Freeholder at Leasehold Valuation Tribunals.
- Liaise and assist the answering of Conveyancing and Permission enquiries

The successful applicant must have good knowledge of current legislation, preferably IRPM Part 1 qualified; also have Health & Safety knowledge and a proven track record of managing a portfolio in residential block management.

Applicants must also have a full driving licence.

CV's must be submitted (stating current salary) via email to Fiona Barnett MIRPM, Head of Property Management fiona.barnett@remus-mgmt.co.uk or fax to 01722 413215