

Ian Gibbs Estate Management Ltd

The quality and commitment of our staff have played a major role in the success of Ian Gibbs Estate Management. We want to attract and retain the best people in the property industry. We are currently inviting applications for the following position:

Position: **PROPERTY MANAGER**

Salary: £ Competitive – Available Upon Successful Application

Description: This new role will directly take responsibility for the management of a number of high profile residential developments (primarily new build) within our portfolio of properties. The position requires an individual who can communicate well with people and present a positive, professional image. The successful applicant will have excellent skills in the day-to-day service charge management of blocks of flats, their residents and required contractors. They will have a thorough knowledge of the legal and financial framework within which a property manager must operate.

Qualifications: A minimum of two years experience as a residential property manager or a related property role is needed. IRPM Associate preferable. Good verbal and written English, IT literacy and numerical skills are a necessity. Enthusiasm and commitment to work within a growing property management team is required.

Location: Our office and this position are located in Enfield, North London. The successful applicant will need a clean driver's license and be required to travel to a portfolio of developments in North London and the surrounding counties.

If you are interested in this role please send a covering letter and CV to Ian Gibbs Estate Management, 49-51 Windmill Hill, Enfield EN2 7AE or e-mail these to estman@iangibbs.com . Please mark your correspondence for the attention of John Gibbs.