



PROPERTY MANAGER

We are looking for an experienced and knowledgeable property manager with a good understanding of all aspects of managing leasehold blocks and private estates. Ideally the candidate will be a member of the IRPM or at least be working towards that qualification. The successful candidate will need to be a strong communicator, who would be capable of attending RMC meetings, chairing those meetings and taking minutes. The candidate should also have a good working knowledge of current Health & Safety legislation affecting leasehold blocks. The candidate should be capable of reading and interpreting a lease and providing advice to Client's and Lessees on the lease and Landlord & Tenant legislation generally.

Main duties will include:

- To attend, chair and minute RMC Board & Annual General Meetings, some of which will be held in the evening
- Inspecting properties regularly and highlighting maintenance issues for action.
- Obtaining quotations for repairs and maintenance using an approved list of contractors.
- Overseeing major projects, including handling Section 20 consultations and assessment of block finances
- Dealing with both verbal and written enquiries from Lessees/Tenants on a day to day basis, responding within specified time frames
- Effectively managing incoming e-mails from Clients and Suppliers and ensuring response times are achieved.
- Producing annual service charge budgets following a thorough review of current finances and historic expenditure. Liaising as necessary with the Client to agree service charge budgets before circulation to Lessees.
- Managing expenditure against budget throughout the service charge year, including liaison with Client as necessary.
- Handling and actioning Health & Safety reports and liaising with Clients over the recommended action points.
- Handling breaches of the lease
- Handling contract renewals and re-tendering exercises for services such as gardening, cleaning, lift maintenance etc.

Salary is negotiable depending on experience.

Applications to Darren Dalton AIRPM, Hobdens Property Management Ltd, 41a Beach Road, Littlehampton, West Sussex, B17 5JA. Tel: 01903 724040