

## **Property Manager, Canary Wharf E14**

Our client is a professional and well established firm of Managing Agents specializing in residential block management. They are now looking for an experienced Property Manager.

You will be expected to manage a portfolio of blocks of flats from in and around the Canary Wharf area.

Duties will include co-ordination of the accounts and property services departments to ensure good service delivery to the clients. Attention to detail is critical as are superb inter-personnel skills.

Office hours: Monday to Friday 09.00 to 17.30

The role will include the following but not be limited to: -

- Production of annual financial plan for properties
- Preparation and agreement of budgets with Clients
- Cash flow projections
- Undertaking periodic financial reviews of expenditure versus budget and cash flow implications
- Expenditure approval within agreed limits
- Reviewing contracts, agreeing service levels, identifying necessary preventative maintenance and pre authorising within agreed parameters.
- Undertaking retrospective approval of reactive maintenance.
- Reviewing cost of maintenance to the building on a regular basis, with the intention of identifying opportunities for proactive maintenance and adjustments to the major works programme, providing value for money to the Client.
- Supervision of on-site personnel
- Ensuring compliance with Health and Safety requirements and undertaking basic risk assessment
- Reviewing Health and Safety reports and other inputs
- Co-ordination and liaison with workers, especially Health and Safety Consultants, where required
- Commissioning condition surveys and planning maintenance programmes subject to Client approval. Reviewing lease requirements/property condition and producing reserve fund projections or interim service charge collection to fund major works
- Taking responsibility for appointment of building surveyors proving a Section 20 notice and completion of major works programmes
- Undertaking regular reviews with Client
- Attending Board and Committee meetings as required.
- Receiving Client/customer complaints and dealing with them following company procedure
- Identifying opportunities for additional fee income to the department and business opportunities with Clients.
- Ensuring that property insurance cover is adequate and appropriate for the building
- Ensure that Client interest is best served always.
- Identifying and notifying Insurer of any material changes to risk
- Consideration of insurance re-evaluation
- Ensuring claims are dealt with promptly
- Responsible for ensuring that fee income is maximised on portfolio, fees are collected, management fee is renegotiated on an annual

basis and that all works outside of contract terms are charged by agreement

- Administering licenses and consents for consignments, sublets and alterations.
- Notifying Client of covenant breaches.
- Undertaking regular inspections of property.
- Ad hoc duties as required

**Skills Required:**

Knowledge of all current related legislation  
Previous experience in commercial property management  
Ability to manage clients  
Computer literate  
Excellent inter-personal skills  
Ability to work under pressure  
Good command of the English language

**Personality Traits:**

Team player  
Driven  
Hard Worker  
Self-motivated  
Smart appearance  
Personable  
Hands on approach to work  
Sense of humour  
Calm under pressure

Other:                    The successful applicant must have good knowledge of current legislation, preferably AIRPM or MIRPM, also have health & safety knowledge and a proven track record of managing a portfolio in residential block management.

CV's must be submitted via the Agency, Claibon Property Services, by email to Tracy Dickenson [td@claibon.co.uk](mailto:td@claibon.co.uk) or fax 020 7233 8600 and your application will be dealt with in strictest confidence.