

Residential Block Property Manager

Our client is a new and rapidly growing property management company based in London SE1. Its key differentiating feature is that it genuinely puts the needs of its clients first. Flat owners receive substantive responses to questions within 48 hours, costs are actively controlled, invoices are checked, informative monthly reports are supplied and service charges are open and transparent. We will keep a low ratio of properties to managers to achieve this. We are looking for an individual who has the right attitude and is keen to build a career within a new property management ethos.

We are seeking a property manager to:

- Interface with residents/leaseholders by phone, email and face to face
- Handle queries efficiently
- Log and quickly progress maintenance and repair issues
- Instruct contractors and ensure they perform to time and cost
- At all times keep residents/leaseholders informed
- Maintain up to date records in soft and hard copy as required
- Be responsible for client sites
- Develop and implement budgets and forecasts for each site

To be considered for interview you must have

1. An enthusiastic approach to your job
2. A customer focussed mindset
3. A minimum of 3 years experience of property management
4. Knowledge of current legislation relating to this sector
5. Experience of working with contractors
6. Proven ability to react quickly, progress efficiently and finish effectively
7. Up to date computer skills (email, OfficeLive, Word, Excel as a minimum)
8. Good numeracy and excellent written and spoken English
9. Superb inter-personal skills on the phone, by email and in person
- 10. Ability to work remotely and flexibly. This is not an office based position. It would be useful if you have access to a home office and computer.**
11. Ideally has experience in using Propman – Property Management Software.

Remuneration: Negotiable – dependent on experience. A reward scheme will be available for new business.

Applicants should email CVs to bryn@fmr.co.uk or fax to 020 7691 7358
FM Recruitment Ltd