



Rendall and Rittner Limited, Gun Court, 70 Wapping Lane, London E1W 2RF
Property Managing Agents
Telephone: 020 7702 0701 Fax: 020 7480 7999 DX124910 Wapping (Gun Court)
Email: office@rendallandrittner.co.uk www.rendallandrittner.co.uk

Senior Property Manager

Previous experience of residential block management is essential, however additional training will be given. It is important to be very well organised and able to work well under pressure when dealing with a constant high level of telephone calls and emails. Must be numerate and IT literate and have an ability to multi-task and fit in scheduled work load with unplanned tasks and events to a senior management level

Rendall and Rittner Limited is London's leading independent Managing Agent and has a large portfolio of some 24,000 units giving rise to an annual service charge collection of £50 million and the management of over 400 on site staff and substantial plant and machinery. Employing over 95 people, Rendall and Rittner Limited manage traditional mansion blocks to substantial mixed use developments throughout Greater London and further afield.

Rendall and Rittner Limited is a member of the Association of Residential Managing Agents and RICS and will offer internal training towards the Institute of Residential Property Management qualifications where necessary.

Duties include:

- Maintain an awareness of relevant company operations with regard to providing and contributing towards achieving overall company objectives and the success of the company
- Maintain effective procedures and keep under review and update in response to any required operational changes
- Maintain a pro-active approach to identifying and progressing possible business opportunities, minimising business costs, and identifying and resolving possible operational issues and problems
- Maintain and expand client base
- Oversee day to day maintenance of allocated portfolio
- Attend, chair and minute client Board meetings, including AGM's and Directors meetings. Ensure that managed staff are tutored in the correct procedures covering H&S and other onsite relevant legislation
- Oversee day to day, contracted and cyclical maintenance projects
- Project Manage major internal and external works
- Liaise with local councils and government bodies and police to adhere to relevant regulations
- Manage hard and soft copy data and e-mails and ensure all client files are updated
- Deal with flat owners/tenants queries verbally and in written form to meet the R&R SLA
- Manage on-site staff and manage relevant employment issues
- Issue and collect service charge and ground rent arrears
- Produce budgets, including reserve funding for the forthcoming years for Board approval
- Manage expenditure against budget throughout the financial year and produce reports as required
- Carry out regular site visits to ensure all buildings are in good order
- Ensure insurance claims are being processed efficiently and correctly
- Circulate information to residents concerning management issues
- Ensure Health & Safety regulations are adhered to and all action points set out in the Annual Audit are completed within appropriate time frames
- Provide legal understanding and support of relevant leasehold, Landlord and Tenant Act, Section 20 Notices and related lease restrictions and covenant issues

All property managers at Rendall and Rittner Limited work in a team with a dedicated team administrator and supported by the accounts and credit control departments, legal department and HR department.

Salary: On application and depending upon experience and includes 25 days holiday and healthcare cover

Please send a copy of your CV to Elaine Higgins at elaine.higgins@rendallandrittner.co.uk
Previous applicants need not apply



Directors: D.LI Rendall B.A. (Hons. Oxon), Barrister, MBA (London), J.W.M. Rittner, MIRPM
S.M. Ellman, FIRPM; R. Daver BSc (Hons), MCIH, MRICS; Y. Davies; C. Riva BSc (Hons.), MCIH, Dip HE, MIRPM
Associates: E.H. Higgins, MIRPM; A. Petts, S.J.C. Short, BA (Hons.), MIRPM; D.P. Shah, K. Iordanova, AIRPM; J. Butcher, BSc (Hons.)
J. Bickerton, BA (Hons.), MIRPM; B. Martin, MIRPM; M. Lyndon Assoc RICS, MIRPM
Registered Office: Gun Court, 70 Wapping Lane, London, E1W 2RF
Company Registration Number: 2515428 VAT Registration Number 609 9072 22
Rendall and Rittner Limited are authorised and regulated by the Financial Services Authority

