

Hazelvine Limited  
**Bourne End / Watford**  
**Property Manager**  
£ Negotiable

We are looking for a Property Manager on a permanent contract.  
Ideally IRPM qualified, two years experience and a good knowledge of Residential service charge management, to take control of a portfolio within the Watford / Thames Valley area.

Must be a driver, preferably with own car, but transport is available.

Duties will include:  
Site visits and Inspections  
Residents Meetings  
Dealing with repairs and maintenance  
Enforcing performance standards of cleaning, gardening etc  
Correspondence  
Evening meetings and liaison with Residents Associations  
Budget Creation

An established Property Management company which has been offering outstanding management services to Developers and Residents alike, for over twenty years.

Please apply in writing with CV to

Managing Director  
Hazelvine Limited  
Thamesbourne Lodge  
Station Road  
Bourne End  
SL8 5QH

email: [dave@hazelvine.com](mailto:dave@hazelvine.com)