

Senior Block/Property Manager

Job Description

An exciting opportunity has arisen for an experienced Block Manager in our Asset Management team. Based in our head office in Summertown, you will be managing a portfolio of properties across Oxfordshire. Candidates with demonstrated skills in budgeting and customer service who are confident and organised will be considered with enthusiasm.

Full time Monday to Friday 37.5 hours a week (some evening work)

Salary dependent on experience

What type of person are we looking for?

- you'll ideally be qualified (TPI or RICS)
- you'll be reliable and honest
- you'll have good communication skills with the ability to listen and respond appropriately
- you'll take initiative and responsibility in your stride
- you're a team player and your team matters to you, so you support them. You build strong working relationships with colleagues, clients, residents, contractors to be part of a strong unified working environment.
- you're flexible, well organised and a great multitasker able to prioritise accordingly

Your tasks will include:

- Leaseholder correspondence.
- Circulate information to residents concerning management issues.
- Attend client meetings, some evening work, and taking minutes where necessary.
- Undertake regular site inspections/meetings/surveys in accordance with the contractual obligations
- Oversee day to day, contracted and cyclical maintenance.
- Prepare and agree scope of works for simple repairs and assist with the project management of major internal and external works along with the relevant surveyor or professional.
- S.20 consultations for major works
- Preparing service charge budgets.
- Manage expenditure against budget throughout the financial year and produce reports as required.
- Ensure Health & Safety regulations are adhered to and recommendations implemented.
- Deal with insurance including claims, renewals and enquiries regarding client policies subject to regulations.
- Co-ordinate legal proceedings for service charge arrears and other breaches of the lease.
- Reviewing and developing changes to estate management policy and procedures.
- Keep abreast of changes in working practices and legislation.
- Support the rest of the team/department when necessary.
- Follow through all instructions issued and ensure completed in time, cost and quality parameters.
- Carry out any other reasonable tasks as may be directed to meet the needs of business

What we can offer you?

- An independent forward thinking and dynamic company
- A professional and high quality work environment
- A close-knit team who provide support to each other
- A fast-paced environment where no two days are ever the same
- IT infrastructure to enable you to work efficiently and provide clients with high service levels
- On the job training and career progression
- 25 days holiday
- Pension

All applicants must be eligible to live and work in the UK, without restrictions. Documented evidence of eligibility will be required from all candidates.