

We are seeking a full time experienced property manager to join a small and busy office in Pinner and manage a portfolio of circa 300 leasehold units. The role demands excellent time management guided by initiative and a drive to attend to both the clients' needs and matters arising. A good knowledge of Leases is important as is a good level of numeracy and computer skills as you will be required to compose formal correspondence and prepare service charge budgets. It is necessary that all candidates hold a full UK driving licence and have their own car insured for business use on property inspections.

If you are a team player who would enjoy working in a smaller office environment and feel that you possess the skills required to deliver top-rate property management services then please get in touch for further details.

Key Responsibilities:

- Manage a portfolio of circa 300 residential units within the Home Counties.
- Extensive liaison with Clients – building and maintaining good relationships.
- Compile and monitor service charge budgets.
- Undertake financial planning.
- Understand the parties to a Lease, the relationship between the respective parties and enforce the covenants as set out therein.
- Attend and inspect the managed buildings on a regular basis.
- Prepare and negotiate the scope of works for minor repairs and instruct and liaise with surveyors and contractors in relation to larger projects.
- Ensure the buildings are compliant with current Health & Safety, Fire Risk and Asbestos Regulations
- Attend client management meetings and Annual General Meetings when required. Some evening meetings will be necessary.
- Communicate effectively and develop good relationships with Clients.
- Handle insurance claims – we are a DPB.

The Candidate:

- Experienced property professional.
- Highly organised.
- Confident liaising with professional bodies and contractors.
- Knowledge of Section 20 Landlord & Tenant Act 1985.
- Computer literate in Microsoft Office, in particular Word, Excel and Outlook.
- Have a professional approach to their work.
- Excellent telephone manner.
- Excellent written communication.
- Team player.
- Able to work on own initiative to manage the daily workload.
- Training will be given for our in-house systems
- Happy to work in a small office environment.
- Hold a full (clean) UK driving licence and have their own car insured for business.

Benefits:

- 20 days paid annual leave.