

Property Manager, Block / Commercial

Location: Northwich, CW9 7UD base

Salary: £35k - £40k + Benefits p.a.

Contract: Permanent, Full Time

Hours: 09:00 – 5.30pm Monday to Friday, plus occasional evenings

An interesting, challenging and rewarding job opportunity has arisen with a well-established firm of Chartered Surveyors, Commercial Property Managers and Residential Block Managers with offices in London, Manchester and Cheshire.

We need a Property Manager to join our Residential Block Management & Commercial Department, where you will be managing a varied portfolio located in the North West, including some mixed-use commercial premises e.g., shops, offices and residential.

Property Manager, Block/Commercial - The Role

Managing a portfolio to the highest standards and in accordance with RICS Codes of Practice, ARMA rules, Landlord/ Tenant legislation as well as the relevant Management Agreements.

Your tasks will include:

- Developing effective working relationships with Directors, Residents/Leaseholders, Landlords/Tenants, Contractors and others through phone, email & face to face liaison
- Carrying out property inspections ensuring Health and Safety and compliance are maintained
- Resolving property related issues by undertaking both proactive and reactive maintenance tasks
- Attending meetings and drafting minutes for approval
- Preparing Annual Service Charge Budgets, monitoring and managing these and producing timely Year End Accounts
- Sourcing Contractors to undertake both ongoing and one-off maintenance works as well as emergency repairs and monitoring and managing their work
- Drafting and serving Section 20 notices and subsequently tendering and managing Major Works projects linked to block maintenance and improvement
- Dealing with enquiries and analysing leases in order to answer enquiries and ensure that lease compliance is maintained
- Supporting any on-site and off-site Caretaking staff
- Responding to pre-assignment enquiries and sending out appropriate packs / information
- Providing accurate, meaningful and effective information to all parties in a timely manner
- Maintaining accurate records which will involve working closely with support staff and utilising appropriate software packages i.e. Qube and Fixflo

Property Manager, Block/Commercial - Skills and Experience

You will have:

- Minimum of 5 years' experience in all aspects of Commercial / Residential Block Management including Health and Safety and financial management encompassing insurance claims
- Ideally, a recognised professional qualification relevant to the property sector
- Knowledge of rules, regulations and legislation surrounding Commercial / Residential Block Management including ASTs, Section 20, Building Safety Act, Landlord & Tenant Act 1985, Landlord & Tenant Act 1985.
- Proven work experience in a busy and target driven business environment
- A commitment to providing high levels of client care whilst also oriented to profitability
- Highly effective and accurate written and verbal communication skills

- Negotiation, report writing and presentation skills, as you will be liaising with a wide range of individuals and organisations
- An extremely well organised approach with excellent time management skills and the ability to prioritise and multitask, as well as deal with new issues as they occur
- A self-motivated, can-do attitude and be able to work accurately, calmly and productively under pressure in order to meet deadlines
- A reliable, resourceful, resilient approach that is practical and solution focused
- The ability to work alone and as part of a team
- Strong numeracy skills coupled with business acumen as you will be managing budgets, reviewing quotes, organising Year End accounts etc
- Excellent IT skills as you will be using Microsoft Office packages i.e. Word, Outlook, Excel as well as bespoke Property Management software packages QUBE and Fixflo.

Property Manager – Block - Benefits

In return for your commitment and dedication, we offer a:

- Competitive salary of £35k - £40k + per annum
- Travel allowance for off site visits
- Laptop and Mobile Phone
- Generous holiday entitlement of 25 days holiday + Bank Holidays
- Contributory Pension Scheme
- Commitment to staff training and development and CPD
- Real chance for progression and increased responsibility

If you feel you have the necessary skills and experience, click on “Apply” today and forward an up-to-date copy of your CV along with a Covering Letter for consideration.

No Agencies Please.

Screening Questions: up to 5 questions, max 100 characters each, inc. spaces

Do you have at least 5 years’ experience in Commercial / Residential Block Management?

Are you highly IT literate as well as being organised and accurate with your work?

Do you possess well developed and effective written and verbal communication skills?

Are you highly numerate as well as possessing excellent customer service skills?

Are you eligible to live and work in the UK?