

THE STAFF AND THEIR PRINCIPAL DUTIES



Castleford Management
5a New Orchard, Poole, Dorset BH15 1LY

Mr Anthony Ford. MIRPM

Managing Director, Company Secretarial, Company Legal Matters

Mr Martyn Hogg MIRPM Assoc RICS

Property Manager, Works Manager, Property Inspections, New Business

Mr Tom Woodley MIRPM Assoc RICS

Property Manager, Works Manager, Property Inspections.

Mr Rob Pearce AIRPM

Property Manager, Works Manager, Property Inspections.

Mrs Sue Sayers

Secretary to Anthony Ford, General Administration.

Mrs Sue Gardner

Accounts Office Manager.

Mrs Margaret Swann

Accounts Assistant, Accounts Administration.

Miss Teresa Kassack

Accounts Assistant, Accounts Administration.

Miss Rebecca Foster

Accounts Assistant/ Accounts Administration.

Mr Martin Manttan

Year End Account Administrator / Accountant.

Miss Deborah Kerr

Health & Safety & Fire Risk Assessment, Asbestos, Lift & General Administration.

Mrs Debbie Riley

Trainee Property Manager/ Secretary to Tony Ford,

Mrs Shirley Smith

Insurance Claims Processor, Secretarial Duties, and Solicitor's Enquiries Administrator.

Mr Jon Brown

Insurance Renewals, Insurance Valuations, Company Secretarial, Computer Administration. Office Manager.

Mrs Angie Tomlinson

Secretary to Martyn Hogg, Company Secretarial Administrator

Miss Dee Stevens

Reception, Small Works Progress Chaser, Insurance Claims Processor

Mrs Maggie Williams

Reception, Administrator, AGM Arranger, Secretary to Tom Woodley

Mr Barry Timbs

Regular 6 monthly Property Inspections, Health & Safety

Miss Jenny Wheeler

Administrator

ALL STAFF are able to assist callers and or put you through to the appropriate person dealing with a particular matter. If the person you wish to speak with is not available please leave a message.

Castleford Management is a trading name of Castleford (Poole) Limited registered in England & Wales No. 492282 Authorised and regulated by the FSA in respect of insurance contracts.

