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| **Property Manager - Job Description** |
| **Post title:** Property Manager |
| **Division/Department:** Property Management |
| **Location: 314-316 Bournemouth Road, Poole, Dorset, BH14 9AP** |
| **Responsible to:**  **Title:** Head of Management |
| **Introduction**  Castleford Management was established in 1990 and provides a professional management service across Dorset, Hampshire and the Isle of Wight to nearly 200 developments. We are a growing and ambitious business and are looking for an experienced Property Manager with great customer service skills who now wants to take the next step on their career to become a Senior Property Manager.  Our aim within the Qdime Group is to provide a full service offer for all residential property matters. We set ourselves apart from our competition by offering an innovative and client centric approach and are very successful at what we do.  **What’s on offer**  We offer in-house training and support to develop your career with us in the sector. As one of the companies within the Qdime Group, you’ll be invested in and offered a platform to succeed and progress within the business. We have a good track record of promoting staff internally with many of our current senior management team having joined the business initially at entry level roles. |
| **Key Responsibilities:**  ·Preparation of service charge budgets, obtaining approval from clients to agreed deadlines.  ·Quarterly reviews and utilising methods to maintain budgetary control for service charges.  ·Approval of works and supplier invoices within agreed deadlines.  ·Respond to information requests in a prompt and timely manner internally and externally to stakeholders.  ·Maintenance of a site inspection schedule for managed portfolio, undertake visits according to schedule.  ·Arrange, attend and record client meetings and RMC AGM’s including evening meetings.  ·Ensure all client developments and buildings are properly maintained and monitored, including appointment of contractors to carry our repairs and maintenance.  ·Prepare and agree the scope of works for repairs and instruct surveyors/contractors as appropriate.  ·Process Section 20 consultations as agreed in covenants contained within the property lease agreements.  ·Review insurance cover of developments on a periodic basis to ensure they have adequate levels of cover.  ·Work with other departments to ensure service charge accounts are prepared, approved and distributed in a timely manner to resident in line with statutory obligations.  ·Promote the company website and direct all residents to register their details and use this service for payments, general enquiries and for obtaining standard forms.  ·Ensure photos of all developments are uploaded following handover and/or site visits.  **Person Specification and skills**  ·A successful track record in residential property management or a similar field  ·A good knowledge of service charge budget formulation and approval  ·An understanding of and track record of block management is highly desirable  ·A good knowledge of Section 20/major work consultation processes.  ·You must be a self-starter, proactive, organised, with good attention to detail  ·Great communications skills, both written and oral  ·Driving License (desirable)  For more information about us call our HR team on 01628529765. We treat each application on its merits based on our requirements and utilise an equal opportunities and anti-discriminatory policy. |