

Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/property-manager/>

Property manager

Description

Bee Happy Recruitment are working with an esteemed client who are looking for a Property Manager to join a Growing Block Management Team.

Responsibilities:

The primary function of this role is to hold responsibility for the daily operation of the Block and Estate Management Portfolio and a secondary function is to assist the team in driving the acquisition of new clients. This is a widely scoped role that covers all areas of the property management skill set, people and case management.

You will be responsible for:

- Liaising with clients who are Freeholders / RMC &, RTM company directors.
- with Leaseholders, Tenants & Contractors, and orchestrating solutions for maintenance challenges.
- Site inspections and production of supporting reports and corresponding action.
- Management of all annual Property Safety Reports and following decisions.
- Management of general finance for each client including Arrears, Budgets, Service Charge Accounts, & Company Reports.
- Arranging and conducting Director / Board / Freeholder meetings and Annual General Meetings.
- Liaising with our support partners (B-Hive) to manage the consistent delivery of all client services.
- Handling Section 20 processes.
- The portfolio continues to grow and supporting the team with activity to promote the acquisition of the new clients will be a key element to this position.

The role is full and varied and does not fit within a neatly defined workload list. The role is widely scoped covering all aspects of Block and Estate Management and is by its nature, demanding of its team members.

Office Hours:

08:30 to 18:00 Monday to Friday, 09:00 to 17:00 Saturdays (which are worked on a rota basis). This is a 5-day working week, divided over 6 days.

Skills & Qualifications - Must have

- Prepared to adopt our core values and work ethic. This means that you will genuinely care about making our clients experience exceptional, care about our team members and their ongoing development, and care about the success of our company.
- Have recent and relevant industry experience as a Block or Estate Property Manager.
- Have a full UK driving license (with no or minimal driving convictions) and access to your own vehicle.
- Wield significant influence with people.
- Be very IT capable - you will be using 3 bespoke IT systems (Dwellant, Jupix and Loop)

Will be significant ADVANTAGES for candidates who:

- Are formally qualified with IRPM or ARMA
- Have a fire in their belly and a can-do-will-do attitude.
- Are diligent, well organised, and use a methodical approach to workload.
- Bring new ideas to the table.
- Self-reflect and finding ways to make everything better, everywhere, all the time.

What's on Offer:

- Basic salary £45,000.
- Mileage claims for use of own vehicle.

Hiring organization

Bee Happy Recruitment

Employment Type

Full-time

Duration of employment

Permanent

Job Location

Bognor Regis

Valid through

04.07.2025

- Full systems training.

- 4 weeks annual holidays + 8 Bank Holidays + additional days for long service.

If you are passionate about property management and possess the necessary skills to excel in this role, we encourage you to apply.