

Property Manager

Answering telephones/fielding calls in a professional and efficient manner, thus maintaining a professional association with clients and colleagues.

Record keeping and maintaining all company records.

Organisation and co-ordination of marketing/mail shots etc.

Dealing with client queries/requirements by telephone or letter on own initiative (training will be provided) and keeping other colleagues informed.

Maintaining an on-going list of work in progress in order to ensure that nothing is neglected and an activity report can easily be produced on request.

Ensuring that all clients' files are up to date and stored in line with existing Practice system (training will be provided). Creating new client files, as required.

Site Inspections.

Attend site meetings, which may require you leaving home to be on site prior to normal working hours

Liaising with Resident Directors, Freeholders, Leaseholders and Tenants in a polite professional manner at all times.

Carrying out Section 20 work (full training will be given)

Appointing Contractors and overseeing work to a high standard

Approving invoices for payment

NOTE: Applicant must have 5 GCSE'S including English and Maths, IT skills and a clean Driving licence