



Block Property Manager

Company Overview:

Established in 1938, the practice operates predominantly across Surrey, North Hampshire and the South East region providing a wide range of property consultancy and management expertise.

Our offices are located in Camberley, Farnham, Weybridge and Woking.

Our experienced and accomplished Chartered Surveyors and professional personnel are enthusiastic about delivering successful property solutions and services across a large and varied property management portfolio.

This admin/property manager role is intrinsically involved with this important area of our business.

Curchod & Co are committed to providing the finest quality of service and advice, more detail about our company can be found at: www.curchodandco.com

The Role:

- Block Property Manager based in Weybridge

General Duties and Responsibilities:

- Manage all aspects of the portfolio
- Checking & processing of management invoices
- Maintenance coordination
- Insurance Claims
- Inspections
- AGM's
- Ensuring correct notices are served (Section 20/20b Notices)
- Ensuring GSC, FRA's & EICR's and other relate works are undertaken

Skills and Knowledge:

- Excellent Time Management Skills
- Have the ability to prioritise
- Offer outstanding customer service
- Knowledge of property management and the regulations
- Good telephone manner
- An ability to work independently and in a team

- Demonstrate a positive, can-do attitude

Qualifications:

- The ideal candidate will either have a qualification in IRPM or AssocRICS or will be looking to achieve something similar.

Experience Preferred/Essential:

- The perfect candidate will have at least 1 year's previous experience as a Block Manager

Professional Development:

- Training on our property management system Qube
- We will support personal advancement where commitment is shown.

Competitive salary and package available

***Please Note:** Curchod and Co will not pay agency fees where speculative and/or unsolicited CVs are submitted by any means. For any CVs which are submitted without agreement from the Curchod and Co HR team, then we reserve the right to contact and work directly with these candidates without payment of any agency fees at all.*