



## Senior 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](http://www.curchodandco.com)

### The Role:

- Senior Block Property Manager based in Weybridge
- Managing a Block Property Manager & Admin Assistant within a department

### General Duties and Responsibilities:

- Manage all aspects of the portfolio
- Checking & processing of management invoices
- Maintenance coordination
- Insurance Claims
- Inspections
- AGM's
- Meetings with Management Committee
- 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

**Experience Preferred/Essential:**

- The perfect candidate will have at least 2 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.*