
ASSOCIATE / TRAINEE PROPERTY MANAGER

Location: Elland, Halifax, West Yorkshire - £22,000 - £25,000

Due to our continued expansion, the position for an Associate / Trainee Property Manager has arisen within Hunters RBM.

PROFILE:

As a Property Manager you arrange and oversee the day-to-day maintenance of a portfolio of residential mixed occupancy properties. You will be expected to liaise with the property users such as Leaseholders, Freeholders and Residents Management Companies as well as dealing with the service charge budget, daily expenditure, the accounts, health and safety and ensuring compliance within the terms of the Lease and current legislation.

You will undertake regular inspections of your portfolio and attend resident's meetings. The aim of Hunters RBM is for all their staff to deliver a pro-active personal service to all clients to grow and retain business.

DUTIES INCLUDE:

- Ensure that the property meets all compliances with regards health and safety and current legislation.
- Have an understanding of Lease terminology so you are able to advise the client, staying within the terms of the Lease along with knowledge of the appropriate Acts of Parliament such as the various Landlord and Tenant Acts, and the Commonhold and Leasehold Reform Act 2002.
- Liaise with clients, leaseholders, tenants, freeholders, directors and developers in all aspects of the property management along with other professions such as solicitors, accountants and insurers.
- Carry out regular site visits to monitor the condition of the property and grounds to ensure a good level of maintenance and cleanliness and record accurately all findings.
- Arrange and monitor the regular service contracts on site e.g. gardening, cleaning, window cleaning etc. and liaise with the contractors undertaking the work to ensure a continuous level of service.
- Liaise with our Maintenance Coordinator in order to instruct contractors and arrange the appropriate repairs and actions.
- Be familiar with and issue where appropriate the Section 20 Consultation process in order to meet with legislative requirements.
- Prepare annual service charge budgets for each property along with consideration to long term and cyclical expenditure in the form of reserve funds.
- Prepare the appropriate financial information to enable the accountant to prepare the annual service charge accounts and management company return.

DICKINSON HARRISON (RBM) LTD T/A HUNTERS RESIDENTIAL BLOCK MANAGEMENT
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0330 088 1726 / BLOCKMANAGEMENT@HUNTERS.COM / HUNTERS.COM

Dickinson Harrison (RBM) Ltd, an independently owned and operated business trading under licence as Hunters Residential Block Management
Registered Address Unit A5, Old Power Way, Lowfields Business Park, Elland HX5 9DE | Registered Number: 07111657 England and Wales | VAT No: 998 3484 45
Directors: T. Dickinson, A. Egerton, R. Dickinson

- Understand completed Service Charge accounts to enable you to competently explain these to the management company directors, freeholders and leaseholders.
- Liaise with the Credit Control Department regarding service charge arrears, liaising with management company directors and freeholders on the appropriate method of debt collection.
- Liaise with the Accounts Payable Department regarding contractors invoices that require paying ensuring that the properties service charge funds are sufficient.
- Attend, chair and minute formal and informal resident meetings which may be held outside office hours.
- Liaise with other team members and fellow property managers to develop and enrich the quality and efficiency of our expertise.
- Prepare and produce mail-merge letters, statutory notices, mandates and other documents as required.
- Input and amend data and information using specific property management software along with an understanding of Outlook, Word and Excel.

SUMMARY:

The successful candidate will need to have good organisational skills, the ability to prioritise their workload, work well under pressure, along with the ability to communicate well at all levels. A general understanding of legal terminology, accounts and building processes would be desirable and/or previous property management experience although full training will be given along with ongoing participation in industry training courses and continuous professional development.

All property managers are encouraged to study for and obtain industry recognised qualifications from the Institute of Residential Property Management (IRPM) in anticipation of future regulation of the property management industry.

Hold a valid driving licence and have the ability to visit sites that may be outside of the immediate area. Hunters RBM offer the standard annual leave allowance along with extra days after the qualifying period. Salary is dependent on experience, basic hours of 9:00am to 5:00pm Monday to Friday.

Remuneration for out of hours Annual General Meetings with prior agreement of the property, cost of appropriate training and qualifications, optional health care, Government workplace pension.

Please contact Joanne Naylor at joanne.naylor@hunters.com with your CV.

Thank you