



Position: Property Manager

Location: East Sussex BN9 9BA

Hours: Full Time

Salary: £30,000 - £35,000 depending on experience

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Are you ready to embark on a dynamic journey with a rapidly growing property management company?

Based in the stunning landscape of East Sussex, with offices in Newhaven, Eastbourne, and Brighton; our client specialises in leasehold and surveying across Sussex and London. They are on the hunt for a Property Manager to join their vibrant and welcoming team.

The team are dedicated to ensuring properties are well-maintained and managed to perfection. The Block Management team takes pride in delivering an excellent service to clients, focusing on properties, communal buildings, and communal areas.

As a Property Manager, you will share the team's passion for excellence and have experience in property management.

Are you the right person for the job?

- Experience in Property Management
- Ideally, you will have AIPRM or equivalent experience
- Your understanding of Lease management and head lease details will be instrumental in maintaining adherence to rules, regulations, and obligations
- Excellent communication skills, both written and verbal

Your key responsibilities will include

- **Being the Point of Contact-** you'll be the go-to person for Freeholders, Leaseholders, contractors, and landlords. Building and nurturing relationships with key stakeholders is essential to the company's success
- **Effective Portfolio Management-** ensure the seamless management of the company portfolio and address any queries related to the properties
- **Streamlined Administration-** keep all in-house administrative tasks and record-keeping up to date, ensuring a well-organised system that supports our operations
- **Insurance Management-** oversee insurance matters, ensuring the right documentation is on file, and manage any required claims with precision
- **Health and Safety Compliance-** ensure all Health and Safety legislation, policies, fire risk assessments, and health and safety reports are not only actioned but consistently maintained to the highest standards

- **Service Excellence-** strive to meet and exceed service level agreement targets, maximising property assets for Freeholders and Leaseholders
- **Technical Expertise-** develop a reasonable understanding of mechanical, technical, and general building issues, enabling you to make informed decisions and provide valuable insights
- **Meeting Participation-** attend AGMs, provide minutes, and follow up on any action items as needed to keep everything running smoothly
- **Regulatory Adherence-** stay compliant with company and ARMA regulations, ensuring all processes are aligned with industry standards
- **Section 20 Notices-** skilfully compile Section 20 Notices by the Landlord and Tenant Act 1985
- **Major Works Management-** coordinate and oversee major works programming, ensuring that it complies with lease agreements. Regularly review and liaise with surveyors and contractors
- **Maintenance Management-** skilfully manage any reactive works reported and ensure timely resolution of maintenance issues
- **Contract Oversight-** oversee the management of contracts and service agreements, ensuring that everything operates seamlessly
- **Property Inspections-** carry out inspections on the residential portfolio, adhering to the client management agreement
- **Parking Management-** oversee parking management and organize new permits as necessary
- **Utility Liaison-** efficiently handle communications with utility suppliers for blocks, addressing ongoing bills and queries
- **Reporting-** regularly report to the Line Manager, highlighting any concerns or issues and ensuring smooth operations

Financial responsibilities

- Prepare and manage budgets for each block, obtaining necessary approvals
- Generate purchase orders and authorize payments for all invoices related to service charges for each block. Engage in discussions with clients regarding items exceeding agreed expenditure limits
- Create reports on key management aspects for submission to Directors, Freeholders, and Board Members
- Monitor expenditure versus budget and address outstanding debtor issues to ensure adherence to budget constraints

What can you expect in return?

Our client can support you through IRPM qualification to help you improve your professional development, knowledge, and understanding of the key requirements of property management and the issues facing the sector today.

If you're a Property Manager with a passion for excellence and a commitment to delivering exceptional service, please with CV to laura@charlescox.co.uk