

## RESIDENTIAL BLOCK PROPERTY MANAGER



Caxtons is a well-established, successful and forward thinking company which is looking for an articulate and intelligent Residential Block Property Manager in their Gravesend Office. You will want to work for a company that will invest in you and your career development in Property.

Previous experience as a Block Manager is preferred for this position although all staff will be trained. Excellent communication and interpersonal skills are essential for this role and our ideal candidate will be a motivated, enthusiastic, well presented team player with excellent time keeping, an eye for detail, good customer service and IT skills. IRPM accreditation preferred but not essential.

The successful candidate must own a clean, full UK driving licence and be able to provide their own vehicle (with business insurance) to use for the role.

**The Role** - As a Block Property Manager you will work in a fast-paced, hectic and demanding environment dealing with a variety of different people.

Duties to include:

- Arranging Repairs, Maintenance, Services
- Carrying out regular site visits
- Liaising with Freeholders and RMC Directors
- Preparation of Budgets
- Attending out of hours AGM's and other meetings
- Dealing with arrears
- Working knowledge of relevant legislation
- Office administration
- Liaising with solicitors
- On site health and safety
- Fully understand S20 consultation

### BENEFITS

**Business Mileage:** 45p per mile

**Benenden** With Benenden Health Care free after one year's service but can join the plan self-funded from 1<sup>st</sup> July each year.

**Cash Plan:** Medicash - Money back on glasses, dental care, head massage, physiotherapy, osteopath and counselling free after one years' service but can join the scheme and benefit from Company rates on 1<sup>st</sup> July each year.

**Employee Assistance Program:** The Company funds the EAP through Health Assured and covers all staff. This offers free access to a 24 hour helpline with experts covering counselling, family matters, legal, financial, insurance claims, consumer issues, childcare issues, work and housing issues.

**Holidays:** Our holiday year runs from 1<sup>st</sup> January 31<sup>st</sup> December each year. You will be entitled to -25 days holiday plus all bank holidays.

**Hours of Work:** Monday to Friday 9.00 am to 5.30 pm with one hour for lunch. Attendance at out of hours for AGMs' and Directors' meetings is a requirement.

**Learning and Development Programme** There is a Learning and Development Programme in place. This programme includes a full job description and is designed to help you settle into your new role and ensure that appropriate training is given. This programme includes a series of one to one meetings with your line manager and departmental director.

**Long Service Award:** The Company recognises and values its long serving employees and the following scheme is in place.

5 years Long Service Award – 1 extra day annual leave  
10 years Long Service Award – Total of 2 extra days annual leave  
15 years Long Service Award – Total of 3 extra days annual leave  
20 years Long Service Award – Total of 4 extra days annual leave  
25 year Long Service Award – Total of 5 extra days annual leave  
30 years + other Awards apply.

**Pension:** The Company has a pension scheme in place with Aviva. Employees contribute 5% and employer 3%. You can contribute a higher percentage if you wish.

In accordance with current legislation the Company has to enrol you in the scheme. Should you wish to opt out you will need to contact Aviva to arrange this directly. Once we are notified by Aviva of your opting out then a full refund will be issued.

A pension surgery is held on site twice a year and pension advice is available from our broker.

**Sports & Social Committee:** Various subsidised events including restaurant visits, a ball, brewery trip as well as a fully funded Christmas dinner. Charity fund raising events take place such as a bake off, raffles, soup kitchen, dress down days and cycle challenges.

**Subscription** Payment of all relevant professional membership fees upon agreement with your director.