



BOLD & REEVES

LONDON

Senior Property (Block) Manager – Superprime London Residential Management

Bold & Reeves (B&R), is a superprime property services consultancy offering bespoke property management to prime and super-prime leasehold buildings, and individual residences in central London and the Home Counties.

Working with high net worth residents, freeholders and developers, B&R offers a dedicated, tailor-made service through technical expertise and outstanding customer focus leaving “no stone unturned” in pursuit of excellence and complete client satisfaction.

Through word-of-mouth and industry recommendation, a pipeline of flagship, established and new build superprime apartment blocks are now keen to employ our services, meaning an additional, highly skilled and customer-centric senior property manager is required to join our discreet, professional team.

Suitable Senior Property Managers will need to have:

- ✓ an IRPM or RICS qualification
- ✓ both new build and prime block experience
- ✓ a stable and committed career history, 5-8 years'+ in property management
- ✓ strong IT skills with the ability to work with bespoke and off-the-shelf software as well as the latest home monitoring/automation systems
- ✓ experience of dealing with complex plant and closely managing contractors to ensure an outstanding standard of servicing, certification and general maintenance from them
- ✓ impeccable presentation and communication skills
- ✓ the ability to prepare and coordinate works/projects, liaising with surveyors and other professionals
- ✓ experience of dealing with Companies House matters, such as annual returns and changes of company officers
- ✓ a natural rapport with on-site staff
- ✓ up to date legal, health & safety and insurance expertise
- ✓ a strong knowledge of service charge accounting, with keen budgeting skills
- ✓ a commercial mindset, always looking for opportunities to provide additional services to busy clients, thereby yielding additional fees
- ✓ the ability to chair meetings with confidence and ensure an accurate record is kept of them and actions followed through
- ✓ knowhow when it comes to new business presentations
- ✓ an overwhelming desire to provide the very best customer service possible.

With responsibility for a small but highly demanding and growing portfolio, the successful Senior Property Manager will set complex service charge budgets, oversee multi £million works and attend sites regularly. The Senior Property Manager will communicate with residents/clients face-to-face, via B&R's own cloud-based portal, via email and post, and generally ensure the image and lifestyle of our clients is matched through the management style employed.

The successful candidate will show the required discretion at all the times, will work out of prime London offices and will liaise with a number of high net worth individuals on a daily basis.

Salary is up to £50k with genuine career progression and the opportunity to manage some of the most exclusive properties in London.