

Estate Manager

Remus Management Limited

LOCATION: **Newbury, West Berkshire**

SALARY: **£27000 - £35000/annum + bens**

Description

Having been established over 25 years Remus has grown into one of the largest Management Companies in England/Wales. As a result of longstanding extensive links to National and Regional Developers we are experiencing a rapid growth in the number of properties under Management.

We recognise that our biggest asset is our people and we are passionate about our commitment to being recognised as one of the best employers in our Industry, because if our people are happy they will work with us to deliver a first class service to our clients.

We are looking for dynamic individual who is self-motivated, looking for stability and a career with a forward-thinking company, which is committed to the welfare of its people.

The role

The Estate Manager will be employed by the Service Charge Fund on behalf of the Lessees and will chiefly oversee the day--to-day management and running of the Estate and the common areas of the apartment buildings.

Main duties and responsibilities:

- To maintain regular contact with all the residents and each morning to call on any who require a daily call to ensure their well-being.
- Provide assistance to residents generally and promote a friendly and convivial atmosphere within the development. The Estate Manager may be required to organise and promote events, which are for the benefit of residents, including coffee mornings and social events.
- Responding to requests from lessees for minor works
- Liaising with contractors and surveyors
- The administration of minor works processes with record keeping, instructing contractors, progress chasing, diary keeping, correspondence, processing invoices and filing.
- Liaising with other colleagues and departments within the company
- Providing administrative support to the property manager and board of Directors when away
- Dealing with telephone calls, correspondence and any other support tasks as required
- Assisting with the posting of mail merges
- Any other tasks that may be reasonably required

Normal qualifications and experience in the care industry would be beneficial