

Estate Manager

Remus Management Limited

LOCATION: The Madelyns & Emerton Court (Berkhamstead), Hertfordshire

SALARY: £17,000/annum + Private Flat

HOURS OF WORK: 9.00aM – 5.00 pm, Monday to Friday with 1 hour unpaid for lunch

Excellent opportunity to join our team and become part of a Property Services group which collectively manages 55,000 homes across England and Wales

We have the widest reach of any managing agent in the UK, with nine wide-spread regional offices providing a full management structure for our clients.

The role

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

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

Employment Type: Permanent

Reports to: Property Manager

Holidays: 20 days + 8 bank holidays

Probation: 6 months with 1 months' notice

Benefits: Work from home opportunities