

Job Description:

The Assistant Property Manager is responsible for the day-to-day management of a portfolio of developments across East Anglia together with assisting Senior Property Managers on a range of large schemes . As an Assistant Property Manager at EWS you will have the opportunity to work with a diverse portfolio of properties and gain valuable exposure to all aspects of property management , with a focus on arranging maintenance works. We provide ongoing training and support to help you develop your skills and progress in your career .

Key responsibilities and tasks include:

- To effectively manage all maintenance request, including raising purchase orders, sourcing and monitoring contractors as necessary, ensuring that works are of suitable quality and cost effective.
- Source, Appoint and Manage competent trade persons to undertake works across the portfolio .
- To ensure all works undertaken by contractors are of suitable quality and cost effective.
- Responding to customer queries via Telephone, Email and Letters
- To effectively manage the relationship with the customer including responding to queries, building positive relationships with stakeholders, reporting to clients regularly regarding management of development and attending meetings with customers and clients as required.
- Ensuring development information is produced and distributed as necessary.
- Work with customer formed groups such as RA 's, RMC's, RTM etc.
- Ensuring Customer complaints are resolved effectively.
- To carry out development inspections as necessary and to ensure EWS' management responsibilities are met.
- To liaise with our Accounts department to ensure accurate financial management of the development.
- To ensure all Health & Safety and Industry legislation is adhered to.

Qualifications and Skills:

Candidates for this position should have the following skills and qualifications:

- At least 1yrs experience in the property sector.
- AIRPM desirable (must be willing to work towards this qualification).
- Some knowledge of leasehold management would be advantageous.
- A proven track record in customer services including stakeholder management.

- Must have intermediate computer skills in Microsoft packages.
- Excellent levels of English both Oral and Written.
- Effective negotiation and client handling skills.
- Self-motivated, enthusiastic, and able to organise/prioritise own workload.
- A full UK driving license.