



<https://crisprecruitment.co.uk/job/property-manager/>

Property Manager

Description

What to know about this employer:

- Successful Property Development company who consistently works across high end projects.
- Huge growth plans over the next 2 years (additional 60 headcount)
- Enriching culture where employees are engaged and supported

Purpose of the role:

- To manage, mediate and resolve issues in customer's homes and ensure the correct resources are available to undertake works that need to be carried out.

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Responsibilities

Day to Day responsibilities:

- Manage inbox and Answer calls – dealing with tenants initial enquiries, questions and queries
- Receive and log all telephone calls and emails from Customers, Clients, Contractors and Internal Contacts
- Ensure all works are co-ordinated and completed in line with agreement

Hiring organization

Crisp Recruitment Ltd

Employment Type

Full-time

Job Location

Borehamwood

Base Salary

£ 35,000

Date posted

9 August 2022

- Provide feedback to the technical department in relation to defective materials etc
- Ensure all relevant documentation and site information is filed and logged on systems
- Ensure the correct allocation of defects reported
- Oversee the work of contractors and report on poor contractor outcomes to the CSM

Qualifications

Skills and attributes:

- Experience in property or construction
- Ability to work independently, prioritise work and take initiative
- Reliable contact for customers, Deliver a very high standard of service
- Problem solver who thrives resolving urgent issues
- Able to demonstrate efficiency and reliability in previous roles

Crisp Recruitment Ltd is a local recruitment consultancy based in Hatfield. We are working on behalf of our client to find suitable candidates

Job Benefits

Car allowance and great benefits

Contacts

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