



Portfolio Management Department
Junior Portfolio Manager

Full-time

Permanent

Reporting to: Head of Portfolio Management

Salary: Competitive

Location: Southend-on-Sea, Essex

Pier Management Ltd are seeking an enthusiastic and driven individual to join our existing portfolio management team as a portfolio manager. The successful candidate will have joint responsibility for a portfolio of 800 blocks on a reactive basis. In addition, the role will offer progressive exposure to management oversight of our third party managing agents. This is a rare opportunity to take a challenging role on the client side of the block management sector.

Tasks:

- Acting on behalf of one of the UK's largest freeholders.
- Working as part of a small team delivering the reactive management of a large and varied portfolio of residential blocks located across the UK.
- Dealing with queries both internally and from external sources on a day to day basis by phone, email and letter.
- Joint ongoing performance monitoring of external managing agents; addressing issues and highlighting these to senior management.
- Reviewing leases, legislation and land registry documents for guidance on legal matters and repairs.
- Arranging repairs on a reactive basis and in compliance with CDM regulations; liaising with contractors, charge raising and invoicing.
- Ensuring health and safety and legislative compliance of the managed portfolio. Co-ordinating health and safety reports and acting upon the findings contained within those reports.
- Co-ordinating major works projects, the serving of statutory notices, acting as principal designer on smaller scale works and liaising with surveyors on larger schemes.
- Providing guidance on incoming Right to Manage claims and working closely with our legal team to see these through to completion.
- On occasion undertake meetings with residents with a view to preventing RTM/ enfranchisement claims.
- Conducting site visits where necessary to meet with leaseholders, contractors or surveyors and to inspect works or repairs.
- Other daily duties involve dealing with incoming phone calls (as part of a team) and assisting in the general running and administration of the company.
- Continued IRPM/ ARMA development will be offered by the company to ensure the employee has a strong understanding of the surrounding legislative and contractual influences when managing property.

Requirements:

- Minimum of 18 month block management experience (acting as an assistant, property manager or senior) with strong knowledge of the legislative requirements.
- AIRPM qualified or higher
- Degree graduate desirable.
- Competitive salary offered.

Benefits: The company has demonstrated a track record of success over a period of 30-years. Our employees are a large part of that success which is why we offer an excellent range of benefits to all our staff. Benefits include; 20 days holiday, private healthcare (after 1yr service), paid training and memberships, Employee of the month scheme, discretionary annual bonuses, Pension scheme, death in service cover, wellbeing incentives, quarterly staff social activities.