



Job Description – Project Co-ordinator

Ellis, Sloane & Co are a firm of surveyors and project managers who specialise in Section 20 of the Landlord and Tenant Act 1985. We provide consultation and manage repair, renovation and maintenance projects covering residential and mixed commercial premises.

Our client base includes residential property managers, commercial freeholders and tenant management companies. The types of properties that we deal with vary from small conversions to larger, purpose built apartments. The portfolio extends from Devon to Yorkshire and everywhere in between.

Job Description: Project Co-ordinator

Location: Salisbury

Reports to: Senior Project Manager / Director

Key Objective: To be responsible for the planned maintenance projects of a leasehold residential portfolio.

Salary: Negotiable, depending on experience.

Main Duties: Administering planned maintenance projects and ensures that the terms of the lease, together with the terms of the consultation process, are adhered to during the progression of a project. We are obliged to comply with all the legislation pertaining to Section 20 of the Landlord and Tenant Act and enter into formal consultation with various parties who have an interest in the property. Where necessary we are required to administer legislation regarding HSE, Planning Application, Building Regulations, CDM co-ordination and the requirements of the JCT Contract

Below are some of the procedures that should be followed (please note that these procedures are not exhaustive):

- Contract Administration in regard to work proposals.
- Consult with Leaseholders on the proposed works.
- Respond to questions and observations made by leaseholders.
- Obtain competitive tenders from competent contractors.
- Analysis of the Contractor Tenders received and liaisons until satisfied.
- Completion of the Section 20 Notice and work proposals all leaseholders. Including all necessary attachments and information.
- Preparation of contract documents for successful contractor.
- Check contract documents, insurance details, references, method statements and risk assessments.
- Liaisons during works supervision in respect of Lease Obligations for the works.
- Site visits at various times
- Cover for absent colleagues.
- Any other tasks that may reasonably be required.

Key Requirements

Competence / Requirement	Essential	Desirable
Qualifications	Good level of both Mathematics and English Language.	
Experience or Knowledge	Either experience of managing multiple small to medium sized projects (in any field) or experience within leasehold property management.	<p>Experience of leasehold property management and / or project management and / or experience of building construction</p> <p>Experience with Landlord and Tenant Act Legislation. Experience within a surveying environment. Management of a residential portfolio.</p>
Special Aptitudes	<p>Ability to work under sustained pressure.</p> <p>Attention to detail.</p> <p>Ability to work on own initiative.</p> <p>Organisation and Prioritisation.</p> <p>Communication.</p> <p>Numerate.</p> <p>Computer literate.</p>	<p>Client and Customer Focus.</p> <p>Influencing and negotiation skills.</p> <p>Team player.</p> <p>Efficient telephone manner.</p>
Other	<p>A commitment towards further study, continuous training and personal development.</p> <p>Car or motorbike driver with own vehicle.</p> <p>Working alone on-site.</p> <p>Attend evening meetings from time to time.</p>	Overnight stays from time to time.