

JOB DESCRIPTION

Job Title: Regional Manager

Working Pattern: 8.45 a.m. – 5.15 p.m., Monday to Friday

Employment Type: Permanent

Location: Reading

Reports to: Associate Director of Property Management

Our Company

We are a well-established property management company with our modern head office based in Salisbury, supporting 7 Regional Offices throughout the UK

Established in 1990, Remus services 36,000+ homes and employs 110+ staff. Clients include the top 10 developers in the UK as well as a range of freehold investment, RMC & RTM clients.

In 2016, we became part of the Fexco Property Services group, which includes established UK brands providing apartment building and private estate management and related services.

Being an employee of Remus means being an employee of one of the fastest growing property services groups in the UK with opportunities for personal and professional growth across our teams.

Our staff are trained in all aspects of property management, based on both good practice and current legislation. We actively promote and assist our teams in further training, apprenticeships, qualifications and have a strong ethos of promotion from within.

We provide competitive salaries, a competitive benefits package and a supportive, friendly working environment for our staff.

The Role

We are currently looking for a Regional Manager for our Reading office. You will be responsible for day-to-day management of the office, monitoring the property management team and marketing the Remus brand.

Key Responsibilities

- Oversee the day to day management of the office.
- Monitoring/mentoring the property management team in Reading to ensure that service levels to our clients and customers remains high.
- Hiring and firing of staff as and when the need arises.
- Monitor Freeholder and Lessee compliance with leases.
- Deal with queries and complaints.
- Attend meetings with lessees.
- Prepare and represent the Freeholder at First Tier Property Tribunals.
- Cover for absent colleagues.
- Any other tasks that may reasonably be required.

The Candidate

- Must have a minimum of 5 years senior management experience in managing a property management team.
- Must have a detailed knowledge of Landlord and Tenant legislation.
- Must have good working knowledge of Health and Safety legislation.
- Ability to work principally unaided although initial support will be given.
- MIRPM qualified and ideally a property related degree.

Benefits

- Annual Leave Entitlement: 25 days.
- Bonus day off for your Birthday.
- Director's day off between Christmas and New Year.
- Health Cash Plan with Bupa.
- Priority rates on Foreign Exchange.
- Employee Assistance Programme.
- Travel season ticket loan or car parking season ticket loan.
- Employee discount with Widerwallet.