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**Your New Job Title:** Property Manager

**Company:** Bellharbour

**Location:** Canary Wharf, London

**Hours:** 08.45 – 17.15

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Are you a qualified Property Manager looking for a new and exciting opportunity to work for a forward thinking and progressive company? Then look no further!

### **Introducing the Fexco Property Services Group**

The Group currently consists of 3 property management brands plus a risk-assessment brand. We work with 8 out of the 10 top UK developers, and we currently manage a portfolio of 70,000 properties. Collectively there are 12 regional offices across England & Wales supported by in-house teams that manage Admin & Finance, HR, H&S, Marketing & Communications and Legal & Compliance, so you'll be joining a well-established and growing group. More information can be found here: [www.fexcopropertyservices.co.uk/](http://www.fexcopropertyservices.co.uk/)

### **We do things a bit differently!**

There is no corporate nonsense, and no old-fashioned hierarchy! Instead, we work with oodles of self-sufficient, autonomous teams across our group. Think of our regional offices as smaller, family-oriented business, but with the corporate benefits, training and support you will need to succeed!

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### **About this Role:**

You will be responsible for the day-to-day management of a portfolio of properties and thereby the relationship between the company and its Clients.

### **Some Responsibilities and Goals you'll own:**

- To be familiar with leases/TP1s for properties within the portfolio and enforcing the covenants and ensuring that obligations are met in line with current property law.
- Prepare and issue budgets for properties within the portfolio and monitor expenditure.
- Agree year end accounts for properties with the client and deal with enquiries as they arise.
- Carry out regular visits to properties within the portfolio and carry out EGM/AGMs.
- Appoint and manage the performance of cleaners, grounds maintenance and other contractors.

### **Must Have Skills:**

- ✓ Experience and knowledge in the management of a residential portfolio.
- ✓ Great attention to detail, Organisation and Prioritisation.
- ✓ Experience of preparing and issuing budgets for properties.
- ✓ Ability to organise and run face to face meetings with Clients.

### **Bonus / Superhero Skills:**

- AIRPM qualification (or willingness to work towards accreditation.)
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### **Who will love this Job because:**

- You like making things easier for customer and colleagues. If there's a roadblock, you want to smooth it away.

- You are energised by interacting with and helping people. You know that everyone has trouble sometimes and seek to empower and educate customers.
- You are a positive person and know how to look on the bright side.
- You're comfortable with a little chaos and uncertainty! But you love reading and learning of new ways of doing things.

**So, if freedom, self-sufficiency, and head-scratching professional challenges rock your world, we could be a match made in heaven!**

Review from a Property Manager employee as of April 2021:

*“Good team spirit, lots of support from management and an ever-improving training team.”*

To apply send your CV to [hr@fexcopropertyservices.co.uk](mailto:hr@fexcopropertyservices.co.uk) or apply via the contact form online: [www.bellharbour.co.uk/careers/](http://www.bellharbour.co.uk/careers/)