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### **Residential Block Property Manager at Graves Son & Pilcher LLP**

**Graves Son & Pilcher LLP** is looking for a **Property Management Admin Assistant/Junior Property Manager** to help the team manage a portfolio of long leasehold residential block properties, predominantly in Brighton, Hove and further afield. You will be an integral part of the team, reporting to a Senior Partner and helping us to provide outstanding customer service. For further information about our company, please visit our website – [Graves Son & Pilcher | Brighton \(gsp.uk.com\)](http://gsp.uk.com)

**Location:** 51 Old Steyne, Brighton, East Sussex, BN1 1HU

**Full time:** Monday to Friday 9.00am – 5.30pm although circumstances may require additional out-of-hours work from time to time.

**Salary range:** £21,000 - £25,000 - dependent upon experience and qualifications.

**Employee benefits package:** Flexible working opportunities, 25 days annual leave and an additional day during the week of your birthday. Training, CPD, career development, employee recognition/reward scheme, team building events, cycle to work scheme, free eye test voucher, participation in community activities and Employee Assistance.

#### **The successful candidate will demonstrate the following:**

##### **Qualifications:**

- A good standard of general education is essential.
- Foundation IRPM or higher (or a willingness to study).

##### **Skills:**

- Ability to prioritise workload and work under pressure.
- Excellent numeracy and communication skills – written, and verbal, presentation of information.
- Good problem-solving skills.
- Good IT skills – proficiency in Microsoft programmes. Knowledge of Qube would be advantageous.
- Good team player – willingness to support other colleagues if required.

##### **Attitude:**

- Accountable – take personal responsibility for successfully resolving matters.
- Thorough – pay attention to detail.
- Committed – take pride in your own work and care about your own and your team's performance.
- Mature – take a calm, measured, common-sense approach to situations.
- Positive – project an optimistic, can-do attitude.

#### **Key responsibilities will include:**

- Responding to telephone and email enquiries - taking messages accurately and passing to the correct person.
- Diary management.
- Liaising with contractors to schedule in works and monitor progress.
- Processing insurance claims.
- Maintaining spreadsheets, detailing property's maintenance contracts, and assisting in negotiating contracts.
- Logging works onto company software.
- Attending meetings with a Property Manager, during which you would take notes of the meeting
- Collating information for meetings
- Sending out letters to clients.
- Ensuring compliance with quality standards and company policies.

These are the key responsibilities of the role. There will be other general duties associated with the position.

To be eligible, a candidate must be legally able to work in the UK and have a full, 'clean' driving licence (a company pool car is available when undertaking visits to properties).

**Application:** Please send your CV, in confidence, to [r.luckin@riversonggroup.com](mailto:r.luckin@riversonggroup.com)