

## Block Manager

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Company: S Guest Consultancy Services Ltd

Location: Sutton Coldfield

Category: other-general

Exciting new role in for a Senior Block Manager to join a lovely team based in the Sutton Coldfield area

My client is looking for someone with experience to come in and add value to the team!

### Responsibilities

- Manage routine maintenance issues
- Collection of service charge and ground rents
- Liaise with landlords and tenants regarding tenancy renewals
- Be the main point of contact for landlords and tenants during the tenancy
- Ensure safety compliance and housing legislation is adhered to always
- Provide an excellent standard of customer service and build relationships with landlord and tenants
- Property visits

The role is full time, based out of the offices in Sutton Coldfield but also open to hybrid working when needed

Monday-Friday

If you are looking for your next role please don't hesitate to ask

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