

Post Title:	Estates Manager – Glasgow/Edinburgh
Reporting to:	Head of Estates
Hours per week:	40 (Monday to Friday 9am to 5pm)
Salary:	Dependent upon experience

Life Property Management Limited (**lpm**) is a fast growing Property Management Company responsible for the management and maintenance of common areas and systems within residential and commercial property developments throughout the UK. Life Property Management understands that its greatest asset is its people and is committed to being an organisation where people are motivated and proud to be employed.

We are recruiting for an Estates Manager to join the company with an immediate start date. The successful applicant must be able to demonstrate a sound property background, with excellent communication and interpersonal skills.

For this position the property developments will be situated within the Central Belt of Scotland with the majority of the developments within Edinburgh and the Lothians.

Main Responsibility

- Manage a portfolio of Developments in various locations in Scotland. Ensure the service and maintenance of each development. Engage in regular contact with property homeowners. Management of service contractors and on site personnel also forms this remit.

Key Responsibilities

- Manage a portfolio of developments which includes service and maintenance to the highest standard.
- Regular communication with homeowners and contractors. Liaise where applicable with Residents Associations and Committees.
- Monthly/Bi-monthly Estate visits and reporting.
- Management of Development Maintenance Programmes.
- Manage on-site staff and contractors.
- Encourage team ethos through good participation in team meetings suggesting initiatives and ideas that positively impact the business performance.
- Ensure the on-site teams perform in a professional manner at all times, presenting an image to clients that is in line with the values of the business.
- Ensure all Company, Client and Data Protection procedures and policies are adhered to in line with all management requests and communication.
- Ensure all financial transactions comply with all Company and Client policies and procedures.

Glasgow Office:
Regent Court, 70 West Regent Street,
Glasgow G2 2QZ
T: 0333 240 8325 | **F:** 0141 333 1116
E: enquiries@lpmonline.co.uk

Aberdeen Office:
Westpoint House, Prospect Road
Arnhall Business Park, Westhill AB32 6FJ
T: 01224 737272 | **F:** 01224 766901
E: enquiries@lpmonline.co.uk

www.lpmonline.co.uk

Key Tasks

- Organise and Manage on-site staff, contractors and suppliers.
- Communicate regularly with property homeowners and/or Residents' Associations and Committees, providing updates on all ongoing development issues.
- Arrange and facilitate appropriate homeowner General Meetings both during normal office hours and evenings.
- Effectively report to the Head of Estates on any issues which would impact the business.
- Manage all developments as effectively as possible within the budgets prepared and provided.
- Assess and authorise all contractor and service provider invoices.
- Effectively manage all development maintenance programmes.
- Manage all insurance claims via the insurer as and when they arise on a development by development basis.
- Deal with complaints where necessary and follow Company and Client complaint procedures.
- Inspect Developments monthly/bi-monthly providing a proactive and reactive service to clients and each development as a whole. Provide updates on maintenance programmes, project management works and complete reports for each visit completed.

Skill and Knowledge Attributes

- Excellent customer/client care skills.
- Experience of administrative disciplines.
- Understanding of basic property management.
- Ability to investigate problems and implement solutions.
- Ability to work within a high pressured environment.
- Excellent communication (written and verbal) and interpersonal skills.
- Strong team leading skills.
- Have basic skills to enable management reporting.
- A knowledge of project management and property maintenance.
- An understanding of basic Health & Safety requirements.
- An understanding of Building Insurance and procedure.
- An understanding of GDPR.

Personal Attributes

- Flexible and professional approach.
- Exercise loyalty and commitment.
- The ability to work on one's own initiative.
- Highly motivated and have the ability to motivate others.
- Excellent organisational and time management skills.
- Ability to work to tight and strict deadlines.
- Determination and commitment.

Please forward your CV, with a covering letter, by email to careers@lpmonline.co.uk or via our website at www.lpmonline.co.uk or by post to **lpm**, Regent Court, 70 West Regent Street, Glasgow, G2 2QZ. Applications received with no attached CV will not be considered. Only applicants selected for interview will be contacted. NO AGENCIES