**Job Description – Assistant Property Manager**

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| Job Title | Assistant Property Manager |
| **Company** | Estama (UK) Limited |
| **Location** | Glasgow |
| **Line Manager** | Head of Property Management |
| **Essential Duties & Responsibilities** | The following forms a summary of the expected duties of the Assistant Property Manager:   * Supporting in the day-to-day management of a portfolio of properties. * Support in the management of the health and safety across the managed portfolio * Support in the financial management for service charges and budgeting on multi-let properties * Work with and liaise with Property Accounts on some elements of property accounting. * Provide support in the production and delivery of client reporting * Supporting in the delivery of improved profitability and efficiency to the managed portfolio. * Support in the delivery an effective strategy for the management of marketing and commercialisation across the managed portfolio * Support in the management and delivery of an effective business rates mitigation strategy. * Supporting in the management of property management data systems * Support in the line management and oversight of on site management teams * Shadowing of senior property managers to develop property management skills |
| **Skills & Competencies** | * Strong IT skills * Good knowledge of procurement processes * Strong attention to detail for system and data management * Strong relationship building skills |
| **Experience** | * No previous experience required |
| **Qualifications** | N/A |