

Job Vacancy

Estate Manager (25 hours per week) Poole, Dorset

92% of our employees enjoy coming to work every day, do you want to join a not-for-profit, ethical organisation that puts its customers first?

About the role

Our not-for-profit organisation has a great opportunity for you at this attractive, independent living, retirement development in Poole, comprised of 29 units, requires a responsive and competent Estate Manager to live on site, oversee the day to day running of the estate and ensure it is maintained to a high standard. Responsible for managing regular building maintenance, supervision of contractors and regular health and safety checks, this role is essential to ensure the well-being of the residents.

About you

As an ELM Group Estate Manager, you will represent the organisation to a high standard, with a professional and friendly approach to the management of your development.

You will have a passion for customer service, possess excellent communication skills, with experience of working with a variety of personalities. You will be able to adapt and work well in challenging situations, while remaining calm and professional. Being highly self-motivated and pro-active in your approach, you will enjoy working independently, whilst engaging with and receiving support from the responsive team at ELM head office.

You care about people and take a genuine interest in making a difference to their everyday lives, you will take pride in the estate and show attention to detail, keeping accurate health and safety records and tracking the progression of ongoing tasks and Leaseholder enquiries.

Proficiency in basic IT skills is required, with an interest in DIY, property maintenance and gardening.

This role is subject to a DBS check.

Hours: Monday to Friday, 8:30am-1:30pm (25 hours per week)

Salary: £15,600 per annum* including a private on-site apartment*.

*accommodation includes; a one bedroom apartment, with lounge, bathroom & kitchen. Pets are not permitted.

Please click here to read the [job description](#) This is a generic role which means there will be additional tasks that are specific to each estate; if you are shortlisted we will advise you of these at interview.

If you are interested in applying for this position, please send your CV and/or an application form (downloadable from our website) to: recruitment@elmgroup.org.uk