

RICHSTONE

EXCLUSIVE PROPERTY

Offices in SW15 | www.richstone.co.uk

Richstone Properties is a multi-Award-winning private developer, owner and operator of bespoke high-end Residential properties with interests in the UK, primarily in SW London, and internationally.

The team at Richstone is professional, passionate about property, and great team-workers who take personal accountability for their contribution to the success of the business. The culture is entrepreneurial, open and direct, energetic, and where everyone pulls together to achieve great results.

A niche, luxury London developer, Richstone Properties have over 20 years' experience within the housebuilding industry, with a reputation for creating environmentally friendly, classic and contemporary homes in the most desirable locations, whether in the UK or abroad.

Due to continued growth, the 30-strong family-run company are looking for a:

PROPERTY & CUSTOMER CARE MANAGER

The ideal candidate will:

- Be educated to degree level
- Have considerable experience of Property Management of large, high-end family residences
- Have good knowledge of the legal and relational aspects of Lettings
- Be confident and assured, tenacious and have a customer-centric approach

Richstone owns and operates properties for residential letting and develops new-build properties, either to sell, or to add to the Lettings portfolio. The role will encompass both residential property management and after-sales activity, helping owners for their first year in their new home.

Full membership of ARLA is very desirable but not essential.

You will be the kind of person who treats each property as if it was your own, whether it's part of the portfolio or has become a new owner's dream home – you will know every detail about the M&E systems and their settings, AV and lighting configuration, down to the décor in every room – and ensure that the planned service contracts are in place to maintain each property in pristine condition.

Based in SW London, the role will require your knowledge of residential tenancies, from putting in place the contractual and financial processes, to managing end of Let processes, or dealing with mid-Let issues, you will be able to represent the company with breadth.

An assured individual, you will be able to provide a high level of service to tenants and owners alike, with the tenacity, attention to detail and problem-solving skills to ensure that Richstone continues to be successful.

Ready and willing to take up the challenges and rewards of contributing to the growth of Richstone, you will be able to work across teams and be confident and accountable for delivering quality work.

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London
**Evening
Standard**
NEW HOMES 2018
HIGHLY COMMENDED

London
**Evening
Standard**
NEW HOMES 2017
WINNER

London
**Evening
Standard**
NEW HOMES 2016
WINNER

THE SUNDAY TIMES
BHA
WINNER

WhatHouse?
AWARDS
2014



Please send your current CV/Portfolio and salary details to **Tony Edkins FCIPD** at
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