



Job Vacancy

Estate Manager (15 hours per week) Wheatley, Oxfordshire

Are you looking for a great work life balance? Do you want to work local to home? Do you value the ability to work autonomously in a people facing role?

About the role

ELM Group is a leading residential estate management company, who manage a number of exclusive and beautifully landscaped developments in Oxfordshire. This stylish retirement development is in the popular area of Wheatley, comprising 16 units. We are looking for a professional, enthusiastic and responsive Estate Manager to take on the running of this estate, fully supported by an Area Manager and a comprehensive office team. Responsible for the day to day running of the estate, monitoring health and safety compliance and ensuring the buildings and grounds maintain their high standard this role is essential to providing an enviable place to live.

About you

As an ELM Group Estate Manager, you will represent the organisation to a high standard, with a professional, friendly and hands on approach to the management of your development. You will be customer focused and possess excellent communication skills. This role will suit someone who has had previous experience in building maintenance; you will be able to work in a pro-active manner and find solutions. Being self-motivated and organised in your approach, you will enjoy a practical role involving light maintenance, cleaning and gardening; although you will work independently, you will regularly engage with and receive support from the responsive team at ELM head office.

You will have a genuine interest in providing great service and making a difference to this site; taking pride in the estate and showing 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 general DIY knowledge, maintenance and gardening experience and skills (gardening to involve; general knowledge for the ability to instruct contractors, path sweeping, bin store maintenance)

This role is subject to a DBS check.

Hours: Monday to Friday, 9.00am to 12.00pm 15 hours per week

Salary: £11,419 per annum

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