

## VACANCY

Vacancy Reference: 18/09

Job Title: Manager, Town Quay  
Job Grade: **Management**  
Location: Southampton  
Company: Associated British Ports  
Reporting to: Regional Property Manager

### Requirements:

- Effective team leader with good interpersonal skills. Previous management experience within a property environment would be advantageous.
- Excellent communication skills as well as ability to work to deadlines and work under pressure.
- Well-developed PC skills with good working knowledge of Word/Excel.
- Demonstrate good decision making skills.

### Main Duties:

- Provide a comprehensive management service for Town Quay providing tenants with an efficient & effective estate management service.
- To ensure tenants comply & act within terms of leases & licences.
- To liaise with tenants regarding complaints, service charge matters & other matters pertaining to their tenancies.
- To control the operation, management & marketing of the marina to maximise occupancy & income.
- To inspect/monitor estate ensuring it confirms to health & safety regulations & liaise with appropriate departments to effect repairs/maintenance as required.
- To manage such contracts within the service charge budget for the facilities required for maintenance, cleaning, security & utilities.
- Liaise with statutory authorities to conform with current legislation.
- To manage & control Town Quay car parks, ensuring income is maximised.
- To oversee & manage the Town Quay department including delegation of work & effective staff management.

Applications should be submitted by: 31<sup>st</sup> July 2009

To: Donna Wilkins, Personnel Officer, Associated British Ports, Ocean Gate, Atlantic Way,  
Southampton, Hampshire, SO14 3QN

#### **INTERNAL APPLICANTS**

If you wish to be considered for this vacancy, please advise your manager and ask him/her to counter-sign your application form (Internal application form obtainable from your Personnel Department).

#### **EXTERNAL APPLICANTS**

Only applications submitted on an ABP application form will be considered. The form can be downloaded from the Associated British Ports web site <http://www.abports.co.uk/vacancies.htm> or you may request a copy from the above postal address.

**RECRUITMENT/EMPLOYMENT AGENCIES** Please note that we do not wish to fill this position via an agency. Please do not make unsolicited approaches with reference to the above post.