

PROPERTY MANAGER ROLE

Maternity cover contract

Working alongside our Retail, Business Space and Building Consultancy Teams, our Property Management Team offer a comprehensive management service for owners of retail, commercial and industrial properties. We manage a variety of premises including single and multi-tenanted offices, industrial estates and shopping centres. The team is based in Welwyn Garden City but we are open to discuss flexible working.

The responsibilities will be varied; however, the role includes, management of various properties, service charge budgeting and management, tenant liaison, reviewing and reporting on tenant applications, assistance with due diligence of disposals and acquisitions, property inspections and the management of third-Party suppliers.

Duties and Responsibilities:

- Delivering the best possible level of customer service.
- Assisting the Associate with the overseeing the day-to-day maintenance of leasehold properties.
- Overseeing the day-to-day, contracted and cyclical maintenance.
- Assisting with project management of major internal and external works along with the relevant professional consultants.
- Liaising with Local Authorities and Government bodies to ensure we are adhering to relevant regulations.
- Managing on-site contractors.
- Extensive travel all over the UK completing site inspections, and reporting to the client on the risks etc.
- Assisting the accounts team with the issuing and collection of service charge and ground rent arrears.
- Assisting the Associate with producing budgets, including reserve funding for the forthcoming years for landlord approval.
- Assisting the Associate to oversee budgets, year-end accounts, and the quarterly client statement process to ensure key timescales are met.
- Ensuring insurance claims are being processed efficiently and correctly.
- Ensuring Health and Safety Regulations are adhered to and that the general fire risk assessments are completed.
- Ensuring that company policies and procedures are consistently applied to required standards.

Candidate profile:

- At least 3+ years in Commercial Property Management.
- Detailed knowledge and proven understanding of commercial leases.
- Well organised, good attention to detail, the ability to work independently or as part of a team.
- A good level of business acumen.

Candidate requirements:

- Good understanding of Health and Safety Legislation and typical risk appropriate to commercial property management.
- Good understanding of Property Management systems ie TRAMPS.
- Good understanding of UK landlord and tenant legislation.
- Good understanding of insolvency legislation as it affects Property Management.
- Strong Property Management knowledge and background.
- Experience of using TRAMPS.
- Good business development skills.
- A clean driving licence and access to a vehicle.

For more information or to apply please send your CV and a covering letter to kerry.starling@brasierfreeth.com