

# AGENT - OFFICE & INDUSTRIAL

We have an immediate requirement for an Office & Industrial Agent. If you are enthusiastic about all types of commercial property, we would like to hear from you. Brasier Freeth was established in 2008.

We are a medium sized firm of award winning Chartered Surveyors with offices in Central London and Hertfordshire, covering all aspects of commercial property across the northern home counties and the north/north-west London boroughs. The team are mainly based in our new Regional office in Kings Langley and enjoy hybrid working arrangements.

## Role & Responsibilities

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This exciting opportunity is located at our newly refurbished regional office in Kings Langley. The role is client facing and will cover a wide range of disciplines encompassing professional and agency work across the Home Counties on behalf of our clients which include Private Equity Firms, Institutions, Corporates and Family Offices. We are growing the team and are seeking to recruit someone with ambition, lots of initiative and a genuine interest in providing best in class service for our clients.

Key responsibilities of this role include:

- Working on disposals and acquisitions
- Working with the team on business office development
- Assisting with pitches and general networking
- Maintaining and analysing data
- Providing consultancy advice
- Negotiating lease renewals and rent reviews
- Client care and relationship management
- Supporting clients in the management of their portfolio
- Report writing

## Candidate requirements:

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- Ideally MRICS qualified (but not essential)
- Understanding and knowledge of the office and industrial markets
- Transactional experience
- Self-motivated team player
- Good interpersonal skills
- Good IT Skills (Word, Excel, MS Outlook)
- Good communication skills, both verbally and written
- Ability to prioritise and co-ordinate tasks effectively ensuring all deadlines are met Exceptional attention to detail
- Confident and assertive where required

## What we offer:

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- Work-life balance is important to us, which is why we offer Hybrid working for all staff
- We'll provide everything you need to meet your annual CPD requirements
- Competitive salary
- Excellent prospects for future promotion and career advancement
- The day off on your bday if it falls on a weekday and bonus days off at Christmas
- Cycle to work scheme
- We offer enhanced maternity pay after 3 years of service.
- We have a social committee who plan lots of fun events throughout the year
- Techscheme, a salary sacrifice benefit that lets employees save up to 12% on the price of tech and spread the cost
- All employees can take up to 2 paid days a year to volunteer with us

**For more information or to apply please send your CV and a covering letter to [kerry.starling@brasierfreeth.com](mailto:kerry.starling@brasierfreeth.com)**