

PROPERTY MANAGEMENT ASSISTANT

We have an immediate requirement for a Property Management Assistant to join our ever-growing Property Management team, 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 property management team are mainly based in our new Regional office in Kings Langley and enjoy hybrid working arrangements.

Role & Responsibilities

Under the direction of the Partner and Assistant Property Manager, you will take responsibility for a defined portfolio of properties and will build working relationships with tenants to ensure they are happy with the services and advise on any changes needed.

In this role you will be required to develop detailed knowledge of all properties within the portfolio and demonstrate a clear understanding of tenants and clients' requirements, seeking to deliver a service to them which demonstrates the highest service and care.

Key responsibilities of this role include:

- Act as a single point of contact for all facilities issues across varying locations (multi-sites)
- Undertake property Inspections
- Ensure all tenancy files and information is kept up to date
- Supervise and coordinate the work of contractors
- Direct, coordinate, and plan essential central services such as reception, security, maintenance, cleaning, waste disposal and recycling
- Ensure the buildings meet health and safety requirements and that facilities comply with legislation; ensure the practice follows up on risk issues.
- Respond appropriately to emergencies or urgent issues as they arise and dealing with them
- Support the Partner and Assistant Property Manager

Candidate requirements:

- Excellent attention to detail
- Excellent customer service skills and strong communication skills, both written and verbal
- A team player with interpersonal skills who can interact confidently at all levels with both colleagues and clients
- Proactive and positive attitude, with a desire to learn
- Ability to work under pressure, manage time effectively and meet key deadlines
- Full clean driving licence plus use of a car is essential

What we offer:

- 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 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