

# COMMERCIAL PROPERTY & ASSET MANAGEMENT SURVEYOR

## TEMPORARY CONTRACT 10 MONTHS, Commencing July 2019

### Background

Legat Owen are a leading, established and highly respected regional (NW) multi-disciplined property consultancy that provides expert professional advice across a whole spectrum of commercial property.

We act for a diverse range of clients and the property management team provides a full service to their strong client base from high net worth individuals to some of the UK's leading property companies, developers, pension funds etc. across the UK, predominantly in the North West and North Wales.

### Purpose of the Role:

The successful candidate shall be involved in the following duties under this role, depending upon experience:

- Take a very "hands on" proactive role in property management
- Carry out regular property inspections
- Be responsible for preparing in advance and attending client meetings.
- Ensure accurate client reports are prepared to the correct specifications and issued to clients in accordance with agreed timescales.
- Reading and summarising of leases and ensure accurate data is maintained on the property management system and to regularly check update and audit the accuracy of the data
- Take a proactive approach in terms of asset management opportunities and the exploiting of potential initiatives
- Advance planning for critical lease event dates such as reviews, lease expiries and options and assisting with an implementation strategy for these
- Ensure tenant arrears are proactively managed in conjunction with the central credit control team
- Dealing with the tenant and client queries in a timely and efficient manner
- Draft, review and approve service charge budgets
- Review service charge cash flow and budget regularly
- Liaise with building managers to ensure that buildings are well maintained, at all times
- Undertake service charge reconciliations
- Invoice approval and ensuring correct coding of expenditure in line with the budgets
- Building strong working relationship with the existing clients

The above list is not exhaustive, and the surveyor may be required to carry out other duties as may reasonably be required from time to time.

### The Individual:

Experience in the Property Management sector is essential, and all applicants shall, amongst other skills:

- MRICS (1-2 years qualified)
- Driving Licence
- Have a high attention to detail, be well organised and at a good initiative level;
- Be a team player;
- Be articulate, professional and persuasive with a good telephone manner and good report writing skills;
- Ability to work with a relatively high degree of autonomy, with minimal supervision;
- Be adaptable and above all keen and enthusiastic;

### Remuneration:

- Salary depending on experience
- Mileage
- Usual pension provisions that you would expect from a leading consultancy

Please contact Mark Hopley providing your CV -[markhopley@legatowen.co.uk](mailto:markhopley@legatowen.co.uk)

**LegatOwen**  
CHARTERED SURVEYORS

**01244 408200**  
[www.legatowen.co.uk](http://www.legatowen.co.uk)

**LegatOwen**  
CHARTERED SURVEYORS

**01270 621001**  
[www.legatowen.co.uk](http://www.legatowen.co.uk)