

Surveyor / Senior Surveyor: Property Management

This is a permanent position for an ambitious individual who holds a proven track record in managing office, retail, industrial and mixed use property across Central London.

Location:

A majority of our properties under management are situated in Central London although infrequent travel further afield will be required.

You will be based at our office in Mayfair/St James's when we re-open. Flexibility on work-from-home to be discussed.

The Role and Key Responsibilities:

- Undertake regular and structured property inspections and prepare reports for distribution to clients, in accordance with agreed timescales.
- Act as the first point of contact to tenants and clients and to build and improve relationships at all levels.
- Ensure the collection of rents in liaison with property accountants and credit control.
- Prepare and administer service charge expenditure including the preparation of budgets.
- Oversee the provision of common services to properties and tenants including the appointment and management of contractors and suppliers.
- Ensure tenant compliance in relation to use and maintenance obligations
- Deal with tenant applications for consent to assign, sublet and alter
- Supervising and directing site-based staff.
- Assist with the management of the Health & Safety database.
- Assist with the annual property insurance renewal process

About You:

- The successful candidate should be able to demonstrate the following:
- 3 to 5 years' experience working in a commercial property management environment
- Relevant professional qualifications (e.g. RICS) is considered desirable.
- Good commercial acumen and excellent communication skills with an ability to provide sound advice to and build relationships with clients and tenants
- Ability to initiate and manage operations / projects simultaneously in a fast-paced environment.
- Ability to manage contractors and other suppliers
- Familiarity with service charge-related matters.
- Ability to use IT software such as Word, Excel, and databases
- Ability to work as part of a team, supporting other team members and recognising the work of others
- Excellent verbal and written presentation skills.
- Knowledge of Property Management software (Tramps / QUBE etc.).
- An understanding of banking and credit control methods



What you'll get in return

This is a permanent job role that can offer a highly competitive surveyor / senior surveyor package depending on experience. c.£40,000 - £45,000 pa with other benefits including pension, healthcare and discretionary bonus.

Please send us a CV and covering note to info@levyrealestate.co.uk.

We are committed to inclusion across race, gender, age, religion, and identity as such we welcome and encourage people from diverse backgrounds to apply for this role.

Closing date for applications is 5th March.