

## Job Description

Job Title	Graduate Surveyor
Business Unit	Property Management
Location	Manchester, Liverpool or Leeds
Reports To	Director, Property Management

### Company Overview

Avison Young is one of the world's fastest-growing commercial real estate firms. This growth is a testament to the commitment we've made to our clients and our employees. We're different. We've designed our organization to be highly collaborative and focused on one thing: creating the best solutions for our clients to deliver long-term success. We will continue to evolve, striving to meet the changing needs of our industry, our clients and our employees, but we will remain true to our values, culture and vision.

### Why work for us?

We believe our industry is changing and we want our business to be a company of curious minds, passionate hearts and strategic intelligence. At Avison Young, we are committed to hiring people from all walks of life who have a collaborative style and innovations focus; we believe a diverse and embracing workforce makes for a stronger, more capable and competitive company. We will provide you with a place where you can step up and change the game.

Collaboration is embedded in the way we work – our people have the autonomy to collaborate on client relationships, engage teams across the business, lead operations, work collectively on projects, participate in strategy and are ultimately responsible for our growth.

Our distinctive Principal-led, privately-owned model puts us in the enviable position of being able to offer every employee the opportunity to own a share of our business and inspires and allows anyone to become a Principal. This role carries voting rights, so our people have a very real say in the future direction and operation of our business. This means that we are able to attract, engage and retain the best talent.

### Overall Purpose of Job

Avison Young Real Estate Management team acts for investors and occupiers in the office, industrial and retail markets, managing a cross-section of commercial property types. We combine experience and knowledge with innovation and creativity, handling national and international portfolios for a wide variety of clients.

Our aim is to achieve the highest quality service in all aspects of property management ranging through day to day activities at the properties to financial control to developing asset enhancing initiatives with our clients.

We are looking for an individual to join the team to who has proven experience of managing assets/portfolios for individual investors, property companies, occupiers, and institutions.

### Main Duties, Responsibilities & Accountabilities

- The main purpose of the role to be the day to day contact for a high profile clients who requires a premium level service
- Client reporting – to produce monthly/quarterly reports and attend client meetings.

- Tenant liaison and dealing with formal landlord and tenant matters such tenant applications to assign, sub-let or carry out alterations
- Liaising with building managers and our FM team on day-to-day maintenance, repair and operational issues.
- Service charge administration
- Inspections
- Setting up new properties

The above list summarises main responsibilities to be carried out in the role but is not exhaustive. You may be asked to carry out additional activities.

#### Desired Knowledge, Skills and Experience

- Training to be RICS Qualified
- High degree of commerciality and experience of development business with existing clients
- Ideally Experience within a professional services environment and working with blue-chip companies preferred
- Excellent communication and client interfacing skills
- Ability to work under pressure
- High attention to detail

For more information about this role, please contact the Future Talent Team – [futuretalent.team.uk@avisonyoung.com](mailto:futuretalent.team.uk@avisonyoung.com)

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