

Job Description

Job Title	Surveyor
Business Unit	Real Estate Management
Location	Birmingham
Reports To	

Overall Purpose of Job

Our Canadian-born business was founded in 1978 and has become a global organisation that now spans 120 locations across 20 countries. Our expansion has been rapid, but what matters most is the common belief that drives all 5,000 of our people to be a different type of real estate organisation. We believe that the places in which we live, work and play have the power to make us happier and healthier, and we are united by a shared sense of purpose, to have a positive impact on people's lives. In short, we are a global commercial real estate advisory firm with a simple aim: for real estate to play a leading role in creating vibrant buildings, cities and places that deliver long-lasting social value and economic impact.

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. A general practice management surveyor is required with several years' experience.

Main Duties, Responsibilities & Accountabilities

- The main purpose of the role to be one of the day-to-day contacts for high-profile clients requiring 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 as rent reviews, lease renewals and tenant applications .
- Liaising with 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 an exhaustive list.

Desired Knowledge, Skills and Experience

- RICS Qualified
- Minimum 3 years PQE within Property Management preferred
- High degree of commerciality and experience of development business with existing clients

- Experience within a professional services environment and working with blue-chip companies
- Excellent communication and client interfacing skills
- Ability to work under pressure
- High attention to detail