

Job Description

Job Title	Surveyor 12 Month FTC
Business Unit	REM (320 02)
Location	London - 65 Gresham Street

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. The finance team within Real Estate Management (REM) are a key element of the overall REM Business Unit within Avison Young providing real estate management services on behalf of a broad range of clients. 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.

We will provide the skills training required to further develop your career in the property industry.

Overall Purpose of Job

We are looking for a Senior Surveyor for maternity cover who will principally be working on a portfolio for a central London Local Authority. Our aim is to achieve tight control of day-to-day activities, which ensure the well-being, and value of each property. The role covers all aspects of property management and landlord and tenant matters providing a high-quality advice to our clients.

Main Duties, Responsibilities & Accountabilities

- Client reporting - to produce monthly/quarterly reports and attend client meetings.
- Working with the in-house Data teams to ensure lease data is up to date.
- Deal with occupier queries on rent, service charges and other management matters.
- Tenant liaison and dealing with formal Landlord and Tenant matters such as rent reviews, lease renewals, tenant applications and provide details on energy usage.
- Liaising with the FM team on day-to-day maintenance, repair, and operational issues on each of the properties

- Rent Reviews and Lease renewals
- Work with sustainability team to ensure ESG best practice is adopted across the instructions
- Carry out regular property inspections
- Setting up new properties /instructions

Report into a team Director.

Desired Knowledge, Skills and Experience

Previous experience of working in a busy office environment, ideally in a property management capacity.
Strong desire to learn more about and gain experience in the property management sector.

- Ideally RICS Qualified but not necessary for the right candidate /experience
- Landlord and Tenant experience
- Excellent communication and client interfacing skills
- Able to fully integrate into the team
- High degree of commerciality and experience of development business with existing clients
- Experience within a professional services environment and working with blue-chip companies
- Ability to work under pressure
- High attention to detail
- Experience of property management software including Voyager (desirable but not essential).
- Experienced in using Excel and other IT platforms such as power point, PDF editor

The above list summarises main responsibilities to be carried out in the role but is not an exhaustive list.

At Avison Young, we are committed to building an inclusive culture that empowers all of our employees to thrive, be successful and feel a sense of belonging. Avison Young is an equal opportunities employer, and is committed to treating all its employees and job applicants equally. If you are person with a disability, if you are neurodivergent, or if you have a condition that you believe may affect your performance during our selection process, Avison Young will be happy to make reasonable adjustments to our processes for you.