

Property Management Surveyor

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Company: Dove & Hawk

Location: Bristol

Category: other-general

Dove & Hawk are working in partnership with an independent property consultancy that are in the process of growing the Commercial Property Management team to assist with the management of a retail portfolio in the Bristol area. The requirement is for a Chartered Surveyor with at least 1 years' PQE managing retail properties. Duties/Functions of the role: Maintaining the day to day running of multiple commercial properties. Setting, managing and reporting on service charge and annual budgets. Managing contractors and suppliers. Managing and agreeing licences and occupier requests. Reviewing and enforcement of tenant/customer covenant compliance. Growing strong relationships with: clients, occupiers and internal teams. Ensuring that rent and service charge demands are sent out in a timely fashion and that rent payments and arrears are monitored closely. Maintaining accurate data using the TRAMPS property management database. Requirements of the role: Chartered Status as a Surveyor (MRICS) At least 1+ years PQE in Commercial Property Management specifically, office buildings, industrial and retail units. Knowledge of Landlord & Tenant law including the Landlord & Tenant Act 1954 Experience with budget setting, cost control and service charge recovery/administration Knowledge of building construction, M&E installations and contract management. Experience of undertaking Lease renewals, rent reviews and lettings/disposals/acquisitions and licences Good attention to detail, with a strong numerical and written ability A full UK driving licence Salary Budgets: £55-65,000 Basic Salary Car Allowance Provided, Bonus Scheme, Plus other benefits Required working hours: Monday to Friday 9am-5:30pm - THIS ROLE OFFERS HYBRID WORKING If you a a Chartered Property Management Surveyor then we want to hear from you ASAP to discuss

your suitability for this role. Apply today, or contact Matthew Squirrell at Dove & Hawk remembering to quote vacancy ref: 10434Dove & Hawk Property Recruitment acts as an employment agency for permanent recruitment and employment business for the supply of permanent workers. By applying for this job you accept the T&C's and Privacy Policy which can be found at doveandhawk.co.uk

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