

Job Title	Newly Qualified Surveyor/Exceptional Graduate – Maternity Leave Cover
Purpose of Role	<p>The is a key member of the field based Flexspace team with oversight for the day to day asset management of Flexspace’s business centre portfolio in the West of Scotland. This role is to cover maternity leave – 6-12 months FTC.</p> <p>The successful candidate will have completed or just completing a RICS accredited property degree. Whilst the principal objective is to maximise income and capital value, the job requires a service-oriented approach with the ability to understand customers’ needs, address concerns and resolve problems.</p> <p>The jobholder will need to be able to work autonomously in the field, drawing on support and guidance when required to deliver asset management initiatives to create value and mitigate risks.</p> <p>They will provide dedicated regional support to the management of the portfolio reporting to the Northern Asset Management Director.</p> <p>Competitive salary and benefits package (including performance related bonus, car allowance, paid travel expenses, 33 days holiday (inclusive of Bank holidays, pension and life assurance).</p> <ul style="list-style-type: none"> • The ideal candidate will be located in the West of Scotland region and have local knowledge of that area.
Duties and Responsibilities	<p>The Newly Qualified Surveyor will be responsible for: -</p> <ul style="list-style-type: none"> • Lettings, rent reviews and lease renewal negotiations (including dilapidations). • Support asset management opportunities to create value and mitigate risks during the hold period. These will include letting, refurbishment, reconfiguration and development initiatives working with the internal teams, letting agents, architects and other professional consultants as required. • Supporting the day to day property management of the portfolio, working with the Facilities Management and Finance Teams to ensure the building fabric is fit for purpose and services are delivered efficiently and cost effectively. • Maximising operational performance by working with external consultants/contractors, monitoring progress and working to best practice. • Supporting the quarterly property valuation process and preparation of internal and external reports. • Promoting the Flexspace brand to customers, consultants and other stakeholders and assisting with the identification and purchase of new acquisition opportunities.
Line management responsibility	<ul style="list-style-type: none"> • None

Experience, Qualifications, Training requirements	<ul style="list-style-type: none">• RICS accredited property degree.• Driving licence essential
Knowledge, Skill, Behavioural requirements	<ul style="list-style-type: none">• Understanding of management intensive, multi-let commercial real estate• Excellent communication skills• Numerate with excellent analytical and financial appraisal skills• IT savviness. Strong interest in modern business practices and smart working.• Overview of all relevant legislation and in particular Landlord and Tenant law. <p>* We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.</p>

Interested in applying? Please send your cv to jennie.oliver@flexspace.co.uk