

J O B D E S C R I P T I O N

JOB TITLE: Commercial Asset Manager

REPORTS TO: Head of Estates

JOB GRADE: Junior Manager

PURPOSE OF ROLE

As Commercial Asset Manager you will be responsible for the asset management of our freehold and leasehold portfolio of in the region of 1,000 trading and investment properties. You will play an integral part in our Property Team to maintain all aspects of property and drive forward change and opportunity.

PERFORMANCE MEASURES

- Delivering the asset management strategy working with the wider property team to ensure effective management of the portfolio to maximizing income generation and cost control.
 - Identification of asset management opportunities throughout the UK, working closely with senior leadership on ensuring the trading portfolio is maximised.
 - Utilising your knowledge of all aspects of property as well as ensuring strong management of the property data and ensuring our assets are protected.
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KEY RESPONSIBILITIES

- Ensure accurate execution of rent reviews and lease renewals and management of our external professional partners .
 - Management of the property portfolio which includes retail, commercial, factory and office properties throughout the UK .
 - Minimising voids and maximising rental income, being entrepreneurial in finding innovative solutions to generate further rental income .
 - Deal with day-to-day landlord and tenant matters liaising with our external managing partners. As well as dealing with internal property matters from colleagues .
 - Manage service charge budgets and cost control of applicable budgets .
 - Ensure the property management data systems are accurate and well maintained.
 - Advise and support key stake holders within the business on business and property acquisition .
 - Provide general property advice to the wider property team and senior leadership team .
 - Support the Property Director/Head of Property in delivering the property strategy .
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SCOPE OF ROLE

Reports to: Head of Estates

Direct reports: NA

Indirect reports: NA

WOULD SUIT SOMEONE WHO:

- Has worked in a role similar to this and has a good background working within a property function
- Is well organised with excellent time management skills
- Has excellent attention to detail
- Is able to build and maintain strong relationships across both internal and external stakeholders
- Has a can-do attitude and understands property compliance extensively

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Experience

- Experience of working within an Asset Manager or Property Manager role previously and has extensive knowledge of how to manage a building portfolio
- Has worked in either client side or private practice however experience of multiple site management is essential
- Ideally worked in both residential and commercial property
- Has good stakeholder engagement and is able to build long-lasting working relationships
- Has previously produced reports/reviews of facility related budgets, finance, contracts, expenditures and purchases

Education/ Qualifications

- RICS qualified or working towards

Technical

- PC Literate and understanding of MS Office

General

- Have excellent written and verbal communication skills, clear attentions to detail and be a self-motivator
- Organised, hard-working and can work on their own initiative or as part of a team effectively.
- Solid multitasking and time-management skills.
- Strong client-facing and stakeholder engagement experience
- Ability to establish and maintain strong relationships at all levels and across functions in the organisation.