



Position Description:

# ASSISTANT MANAGEMENT SURVEYOR



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## ABOUT THE ROLE

**A Property Management specialist who is responsible for the daily operation of a diverse property portfolio consisting of commercial, industrial and retail properties.**

This is a permanent position on our non-rotational graduate program. This is full time on-the-job training, where you will also be required to attend external CPD events and forums. The duration is a minimum of 2 years (depending on your degree) supporting you through your APC, with the end goal becoming a RICS accredited chartered surveyor. This is overseen by the

University College of Estate Management (UCEM).

You will also earn your IOSH certificate, and work closely with our ESG, Building Surveying, Facility Management and Property Accounting teams.

## WHAT MATTERS MOST IN THIS ROLE

As a Management Surveyor you will oversee the day to day running and management of a varied portfolio of commercial property ranging from retail, office and industrial. You'll be responsible for providing landlords and tenants specialist advice on things such as lease obligations, repairs, and maintenance works, whilst overseeing the management of rental and other income owed by the tenant. You will be working with the client (landlords) to help enhance the value of their portfolios when required. Our clients are principally large institutional firms (pension funds, insurance companies etc.) and property companies.

### Pre-requisites

- Bachelor's degree with honours at lower second standard (2:2) or equivalent

**If you have not completed a RICS accredited property degree then you will embark on our non-cognate route where you are required to complete an Msc in Real Estate alongside the APC.**

### Other duties will include:

- Arranging and undertaking property inspections.
- Preparation and administration of service charge expenditure.
- Ensuring compliance with legislation including Health and Safety and other regulations.
- Dealing with tenant applications for consent to assign, sublet and alter.
- Provide support and assistance to clients in connection with value enhancement opportunities including rent reviews, lettings and lease renewal programs.
- Reporting to and working with clients on tenure and physical improvements to properties.

## WHAT WE EXPECT FROM YOU

Enthusiasm and commitment to both client and tenant requirements.

Attention to detail, problem-solving and time management skills.

Excellent interpersonal skills, teamwork and relationship building.

Readiness to take responsibility, act on your own initiative and remain calm under pressure.

Enjoy working in different environments as you will be out on site as well as in the office.

Resilience and positive attitude.

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## WHY WORKMAN?

- Hybrid working to offer you a great work life balance, with a minimum of three days in the office.
- A full-time contract (35 hours a week) offers the core hours of 10am – 4pm, allowing additional flexibility to what time you can start work.
- Discretionary annual bonus and salary reviews.
- Healthcare, life insurance & wellness programme.
- Long service additional holidays, your birthday off and an extra day between Christmas and New Year
- Lifestyle benefits to suit you: gym membership, cycle to work, buy and sell holiday to name just a few.
- Social events throughout the year including a firm wide Christmas party!
- Generous referral bonus.

## ABOUT WORKMAN LLP

As the UK's leading independent commercial property management specialist, Workman has an enviable position within the property industry.

We are proud of our longstanding relationships with many of our clients, some of whom we have worked with for more than 25 years. Our clients include leading institutional and sector-specialist investors, private property companies, public sector bodies and a growing number of overseas investors.

We pride ourselves on the calibre of our employees and their unique skill sets.

For more information on working for Workman please visit [Our People | Workman LLP](#)



## EQUAL OPPORTUNITIES

We are an equal opportunities employer, and it is our policy is to recruit a diverse workforce and follow the guidelines of the Equality Act 2010

This job description does not form part of your contract of employment and the duties may be amended from time to time.