

ASSISTANT COMMERCIAL SURVEYOR **£25-35k Dependent Upon Experience**



Big Sky Living is the trading name of the Big Sky Group of companies, part of which is Big Sky Property Management. We are responsible for managing South Norfolk Council's investment property portfolio and Big Sky's residential property portfolio. This includes retail, residential, industrial and office accommodation.

We are looking for a self-motivated individual with an entrepreneurial, business focused approach to join us at this exciting time of growth and development.

This is an interesting and wide ranging role working directly with the Commercial Manager to maximise the financial return on investments. The role will involve assisting in the negotiating of rental terms and lease agreements, advising tenants and their businesses on growth, and handling all inward investment property enquiries. In addition, you will carry out property inspections and dilapidations assessments, as well as negotiating and liaising with external suppliers in relation to service contracts, repairs and maintenance.

Excellent communication and presentation skills alongside the ability to negotiate with customers and contractors are essential requirements for this role. Candidates should be educated to degree level (or equivalent), preferably having achieved a professional property or asset management qualification.

If you have the right skills and enthusiasm, are professional with commercial experience and you wish to join our vibrant and forward-thinking organisation, we would love to hear from you!

For an informal discussion please contact David Seaton on 01508 533951.

To apply, please email dseaton@bigsky-living.com explaining how you meet the criteria in the person specification, your reasons for applying and the contribution you expect to make if appointed. Please also attach an up-to-date CV.

Closing date: 4 July 2022

Interview date: To be arranged

Job Description: Assistant Commercial Surveyor

Location: Norfolk

Reporting to: Commercial Manager

Job Summary

- ✦ Big Sky Property Management is responsible for managing South Norfolk Council's investment property portfolio and Big Sky Property Management Limited's residential property portfolio.
- ✦ These two portfolios include a range of investment premises including retail, residential, industrial and business centre office accommodation. This entrepreneurial and business-focused role of Assistant Commercial Surveyor will assist the Commercial Manager in ensuring that the Council maximises its financial return on its commercial investments by minimising voids, negotiating the most favourable rental terms and supporting tenants to enable them to develop and grow, providing services and jobs within South Norfolk and the wider area.

Key Responsibilities

- ✦ Assist in the negotiation of new leases/lease renewals, rent reviews, check in/end of lease inspections and service charge reviews in connection with both property portfolios.
- ✦ Assist in the preparation of legal documents such as leases, agreements and all other tenant/property related documents associated with these premises such as writing (and presenting) formal reports to either the Council or the Company's Board seeking approval for leases and other agreements.
- ✦ Undertake property and site inspections to determine any health and safety issues, encroachment, fly-tipping and any other issues that may impact on the portfolios.
- ✦ Assist in procurement and management of maintenance services across the portfolios.
- ✦ Assist in maintaining compliance with relevant legislation and best practice across the portfolios.
- ✦ Respond to all investment property and tenant related enquiries.
- ✦ Being involved from the planning stage through to construction and pre-letting of commercial units as part of the ongoing development plan.

Requirements	Essential or Desirable	To be assessed by
Qualifications		
Good level of academic achievement (e.g. A Levels or equivalent)	E	Application
Working towards a Degree or equivalent in estate/asset management	D	Application
Professional qualification in property or asset management (e.g. RICS)	D	Application/Interview
Driving Licence	E	Application
Experience		
Experience in a similar or related role, including providing advice and information to a wide range of customers	E	Application/Interview
Knowledge and Skills		
Knowledge and understanding of relevant legislation relating to property management	D	Application/Interview
Excellent communication and presentation skills, both oral and written.	E	Application/Interview
Ability to negotiate effectively, especially, but not exclusively, in relation to property transactions and service contracts.	E	Interview
The ability to work on own initiative to ensure services are maintained and continuously improved in a challenging and customer-focussed environment.	E	Interview
Effective organisational, analytical and project management skills	E	Interview
Comprehensive working knowledge of Microsoft applications	E	Application/Interview
Personal		
Ability to build a rapport and effective working relationship with clients, colleagues, contractors and customers (tenants).	E	Application/Interview