

**Love people, paperwork and property?  
Sounds like this job has your name on it!**

**SDL Property Management**

**Twickenham**

## **What we do**

SDL delivers national coverage across the board, in surveying, mortgage services, auctions, property management, lettings and estate agency. In all areas, our revolutionary spirit has the customer at its heart. Within Property Management we provide estate, leaseholder and commercial property management services as well as private rental and build-to-rent services and a unique franchise scheme for property management. Never afraid to do things differently, we are constantly evolving our services in response to customer needs and market opportunities, introducing improvements and innovations that are helping to shape the future of our industry.

## **What we care about**

Revolutionising our customers' experience is what drives us each and every day at SDL. We thrive on shaking up the industry and doing what it takes to make customers' lives easier and better. Because they deserve more and we want to be the ones to wow them.

We believe our greatest asset is our people and by empowering them to make a difference our people can become the best they can be.

## **Your life as a Lease Advisory Surveyor**

You'll be taking care of the landlord and tenant aspects of the portfolio of commercial properties we manage around the country. With the guidance of the Director of Property Management, you'll enjoy being your detail-oriented self when it comes to managing all the transactions and negotiations involved. And you'll relish being your whole self when it comes to building real, trusting relationships with your clients. Because alongside all the professional advice and assistance you'll give them, you'll be a personal rock, smoothing bumps along the path and making their lives easier.

*Love* OUR  
CUSTOMERS

*DARE* TO BE  
DIFFERENT

MAKE IT  
BETTER

## What you'll do

- Respond to internal referrals from property managers
- Manage transactions and negotiations on behalf of landlord and tenant clients including lease renewals, surrenders and restructures, rent reviews, dilapidation settlements, assignments and sub-lettings
- Work alongside joint marketing agents
- Liaise and attend meetings with clients
- Carry out inspections and measurement surveys
- Bring our company standards and values to life.

## Who we're looking for

We're on the search for a precise, personable problem-solver who has:

- At least two years' post-qualification (MRICS) experience
- A working knowledge of relevant property legislation and regulations
- A genuine and proven love of providing sensational customer service
- The communication skills to write clearly and talk easily with anyone
- Strong time management and workload prioritisation skills
- The ability to use Microsoft packages
- A desire to get the detail right every time
- A track record of achieving targets
- A full UK driving licence
- Eligibility to work in the UK and everything it takes to successfully complete pre-employment screening

And, ideally, but not vitally:

- A capacity to think outside the box in order to improve and fix things
- The ability to stay cool, calm and effective in high pressure situations
- A flexible, can-do attitude that makes for great teamwork and service

## How to apply

Write an email telling us why this job's got your name on it. Attach your CV. Press send [recruitment@sdlgroup.co.uk](mailto:recruitment@sdlgroup.co.uk)

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