

# FRANCHISE CORPORATE SERVICES MANAGER

Enjoy a fast paced role whilst providing great customer service?

Look No further!

**SDL Property Management**

**Fareham**

## **What we do**

We deliver national coverage across the board, in surveying, financial services, auctions, property management, lettings and estate agency. In all areas, our revolutionary spirit has the customer at its heart.

## **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, our people, also deserve more. More support and more freedom to bring their individual flair to bear in their work. So they can find ever-better ways of helping customers and opportunities to become more than they dreamt possible.

## **Your life as a Franchise Corporate Services Manager**

The franchise corporate services manager role is a varied role that focuses on building relationships and trust with our franchisees and business partners at all levels, supporting them with a seamless transition to running their own business.

*Love* OUR  
CUSTOMERS

*DARE* TO BE  
DIFFERENT

MAKE IT  
BETTER

# FRANCHISE CORPORATE SERVICES MANAGER

## What you'll do

- Franchise contract preparation
- Updating and maintenance of franchise material
- Producing efficient and high quality reports accurately and to professional standards
- Developing and maintaining manual and electronic filing
- Maintaining numerous internal databases
- Collation of MI for Franchise weekly meeting
- Collation of MI for Estate Management board meetings
- Attending weekly calls to update where necessary
- Collation and maintenance of management fees across the Fareham portfolio
- Ensuring all franchisee have the right documentation and appropriate vetting checks are completed.
- Ensure Franchisees have the adequate insurances when starting their business.
- Arranging training logistics
- Liaising with IT for Qube and email set up for each franchisee
- Maintenance of territory mapping software and production of presentation packs for BDM's.

## Who we're looking for

We're searching for a motivated manager who thrives on supporting others and who can work as part of a highly effective team! You'll be an excellent communicator, have a passion for delivering a brilliant customer service and operational excellence.

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## You'll need

- Strong knowledge of Microsoft Office packages including Excel, Word, Powerpoint & Outlook
- Experience in a Business Administration role
- Strong communication skills, both written and verbal
- A customer centric attitude
  
- Excellent organisational skills with the ability to prioritise
- Good analytical skills
- Ability to produce work accurately

## 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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