

**SDL Group****Birmingham****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 Commercial Property Management Surveyor**

Your day to day role will involve the provision and oversight of the management services that we supply to our managed portfolio of industrial, office and retail accommodation.

**What you'll do**

On a day to day basis, this will typically include:

- Management of a small team of Property Managers and Assistant Property Managers
- Liaise, assist and consult with the Accounts Managers to enable them to complete their financial reports and service charge reconciliations
- Liaise with other internal departments in the provision of additional professional services, such as Building Surveys, Health and Safety Inspections, Insurance Valuations, Rent Reviews, Lease Renewals, etc.
- Report to the Head of Commercial Property Management and assist them in meeting the requirements of the existing client database and growing the business.
- Drive initiatives to improve the managed portfolio- both in terms of quality and value.

The logo for 'Love OUR CUSTOMERS', with 'Love' in pink script, 'OUR' in grey, and 'CUSTOMERS' in grey with a pink heart replacing the 'O'.The logo for 'DARE TO BE DIFFERENT', with 'DARE' in yellow, 'TO BE' in grey, and 'DIFFERENT' in yellow.The logo for 'MAKE IT BETTER', with 'MAKE IT' in grey, a lightbulb icon for 'IT', and 'BETTER' in teal.

- Identify means of improving working practice and the delivery of our service to the client
- Procurement and management of service contracts and supplies
- Understand and implement the client's property management strategy
- Ensuring compliance of lease covenants by both landlords and tenants
- Ensuring client's Health & Safety obligations are met

## Who we're looking for

- Resilience & flexibility
- Strong organisational skills & attention to detail
- An excellent and clear way with words both written and spoken
- The ability to work unsupervised and use your own initiative
- Has working knowledge of relevant property legislation
- Proven experience in the commercial property market
- 2-3 years post qualification experience (MRICS)
- A clean full UK driving licence
- Eligibility to work in the UK and everything it takes to successfully complete pre-employment screening including credit and employment referencing and CRB checking.

## 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

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