

The Commercial Property Management Department delivers value by actively managing clients' commercial property investments, analysing and evaluating a range of strategies and options for each asset in order to secure value for money while delivering a best in class service aimed at unlocking opportunities for rental income growth and capital appreciation.

The Role

The Commercial Property Management Surveyor/Graduate Surveyor will:

- Support the Director and Surveyors in the management of properties in the portfolio, including assisting with:
 - setting and managing property service charge budgets and expenditure
 - sourcing services to provide best value to landlords and tenants
 - pursuing and recovering outstanding balances from tenants
 - resolving problems swiftly and effectively
 - providing a high level of client service to property owners
- Carry out other duties in the department as reasonably required and as provided for within the employment contract

The Person

The successful candidate will:

- be able to monitor and plan current and anticipated work to meet objectives and to work on his or her own initiative
- demonstrate excellent attention to detail
- successfully anticipate and identify problems, develop solutions and follow through implementation to successful resolutions
- exhibit a high level of written and verbal communication and negotiation skills
- demonstrate a good understanding of the commercial property market in Northern Ireland
- demonstrate commitment to the role and possess a strong desire to progress
- be conversant with all elements of the MS Office package
- hold a current driving license and have reasonable geographical knowledge of Northern Ireland

N.B. The selection panel reserves the right to enhance selection criteria to facilitate manageable shortlists.

If you have what we are looking for please send a cover letter and CV to linda.mcgrath@osborneking.com before close of business on **Friday 7 June 2019**.