

Company Description

Deal Varney (Newbury) Limited is a Newbury based firm of Chartered Surveyors specialising in commercial property. We have been established for 30 years and are the leading industrial and office agent in the town. As well as agency and professional services we also undertake residential and commercial property management.

Job Description - COMMERCIAL PROPERTY SURVEYOR

An opportunity exists to join our team and to assist with both commercial property agency and property management. Dealing with office, retail and industrial premises the candidate will be involved with letting and selling properties within a 10 miles radius of Newbury under the guidance of the Agency Director. The growing property management team will also need assistance with their portfolio which covers a mix of commercial and residential block management properties.

Day to day activities will include;

- Conduct viewings at properties and develop good relationships with potential occupiers throughout the letting/sale process
- Regularly report to the clients to advise on interest levels and progress with negotiations
- Take on new instructions to include detailed measurements of properties, preparation of marketing materials and reports
- Liaise with solicitors to ensure progress is maintained during the legal process
- Prepare marketing reports covering demand, supply and market conditions
- Develop a strong working knowledge of the properties that are being marketed for sale and to let
- Rent reviews
- Lease renewals
- Becoming familiar with the portfolio of managed properties
- Dealing with clients and tenants on 'live' management issues
- Carrying out property inspections
- Liaising with service providers on common part services
- Deal with issues relating to compliance with Fire Safety, Health & Safety Regulations etc

The successful candidate will have ...

- A positive can-do attitude.
- The ability to work as a team member.
- Strong verbal and written communication skills.
- Confidence to work on their own initiative.
- A desire to learn and develop their knowledge of the local property market.
- A clean driving licence and their own car which will be required for business purposes.
- Working knowledge of Microsoft Windows 10, Word, Excel, Outlook 365.
- Financial competence
- Attention to detail

Employment Details

- Fulltime employment Monday to Friday 8.30am to 5pm.
- Mileage paid for business use
- Free car parking
- 25 days annual leave

Please send CV to mandy@dealvarney.co.uk