



UK REAL ESTATE

Experts in UK real estate investment and asset management

SENIOR PROPERTY MANAGER

COMPANY: APAM Ltd

LOCATION: London or Manchester

REPORTS TO: Head of Property Management

TYPE OF VANCACY: Permanent

TIME/PART TIME: Full Time

WHY APAM?

We have a proven track record of maximising value in all phases of the investment cycle and provide solutions across real estate investment management, asset management, property, facilities management, corporate services and development management.

APAM's work with institutions, private clients, banks, debt funds, servicers, insolvency practitioners, retailers, , trustees and private equity partners gives us a unique and comprehensive market insight.

In a continually complex and changing market, the breadth and depth of our retained intellectual property enables us to provide informed forward-looking insight into real estate trends, strategies and opportunities throughout the UK.

As part of the Catella group, our network extends across Europe and Hong Kong.

ABOUT THE TEAM

Our team of over 50 talented professionals uses its forensic knowledge of real estate, across the UK, to maximise value for our clients. We take pride in being an accountable business and being responsible for our decisions

ABOUT THE ROLE

We are looking for a Senior Property Manager with a passion for UK real estate to join our fast paced, dynamic and friendly team.

Whilst you will be required travel independently around the UK visiting assets, you will play an important role in our integrated team, where Property Management, Asset Management, Investment Management, Investor Reporting, Directors and Ops all work closely together.

This is a great opportunity for an individual looking to contribute to the success of a growing organisation.

KEY RESPONSIBILITIES:

The role is broad however key responsibilities will include overseeing the provision of common services to properties and tenants, liaising with clients, solicitors, agents & consultants and directing site based staff. This role will involve regular travel around the UK as it will be necessary to visit the assets that are being managed by APAM. Specific responsibilities include but are not limited to:

- Management of rental and other income including tenant arrears.
- Dealing with insurance renewals and claims.
- Dealing with repairs, obtaining quotes and dealing with contractors.
- Dealing with tenants applications to assign, sublet, alter and wayleave applications.
- Ensuring tenants' compliance with lease obligations
- Preparation and management and administration of service charges and other expenditure, including setting budgets and assisting with year-end reconciliations.
- Updating property records on Propman.
- Overseeing the provision of common services to properties and tenants.
- Ensuring compliance with statutory legislation including Health and Safety and other regulations.
- Assisting in the acquisition and disposal of properties.
- Working with clients on all other matters relating to the clients' property portfolio.
- Liaising with letting agents, solicitors and other consultants.
- Supervising, directing and maintaining up to date records for site based staff.
- Other ad hoc duties as and when required.

KEY PERFORMANCE INDICATORS:

- Strong interpersonal and leadership skills.
- Ability to work in a fast paced team environment.
- Ability to learn and apply concepts quickly.
- Ability to work independently.
- Strong verbal and written communication skills.

SPECIAL REQUIREMENTS:

- Hours of work for this role are 5 days a week 9.00 am – 6:00 pm based in APAM's London or Manchester Office.
- Must be flexible and able to work extended hours if necessary.
- From time to time required to travel both within the UK and abroad.

KEY COMPETENCIES

Our people demonstrate the skills and behaviours that help deliver our business strategy. We use our key competency framework to recruit and develop our team because we want to ensure our people have the ability to lead and make a real impact on the work we do.

Ownership / Doing the right thing:

- The ability to deliver concise and accurate information in written and verbal format in a timely manner.
- The ability to tackle issues and problems in a logical, step-by-step way, using appropriate information.

Driving Value and Financial Acumen:

- The ability to develop a clear, efficient and logical approach to ensure the delivery of business strategy supported as necessary by short term solutions.

APAM Passion:

- The passion to support initiatives raising APAM's profile.
- A positive attitude that demonstrates pride at the workplace.

Team and Relationships:

- The ability to understand other people's behaviour and concerns.
- The enthusiasm to embrace cross team collaboration and an inclusive environment.
- The ability improve or flex your communication skills when appropriate to gain acceptance, support and commitment.

Leadership

- The willingness and ability to lead, guide and motivate others towards a common goal.

SKILLS AND EXPERIENCE

- 5 years minimum experience in commercial property management.
- Ideally qualified and a member of the Royal Institution of Chartered surveyors (MRICS).
- Ability to read and understand leases.
- Previous use of Propman or other similar property management software preferable.
- Ability to operate independently.
- Competent in the use of Word, Excel, Powerpoint and Outlook.
- Holds an Open Drivers License.
- Ability to work in a fast paced team environment.
- Ability to learn and apply concepts quickly.
- Strong verbal and written communication skills.



APAM

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