



# UK REAL ESTATE

YOUR PARTNER, DELIVERING REMARKABLE REAL ESTATE PERFORMANCE



# APAM

# PROPERTY MANAGEMENT

**COMPANY:** APAM Ltd

**LOCATION:** Manchester or London

**REPORTS TO:** Head of Property Management

**TYPE OF VACANCY:** Permanent

**TIME/PART TIME:** Full Time

## **BUILD A CAREER WITH APAM – CONNECT, GROW AND CREATE VALUE**

### **ABOUT US**

APAM delivers tailored solutions that drive remarkable real estate outcomes for our partners. Our fully integrated team of 55, based in London and Manchester, provide services for every stage of the real estate cycle, across a diverse range of sectors.

Over the last decade, we have delivered successful real estate solutions for £4B worth of real estate across the UK, working with global institutional and private investors, private equity groups, local authorities and stakeholders, as well as lending banks, special servicers and other debt providers.

### **ABOUT YOU**

You're energetic and collaborative, someone who does not accept things as they are 'supposed to be', or 'have been' done. APAM is an original. We are market leaders and not followers. Together, we'll create innovative solutions aligned with our clients' objectives and needs.

### **WHY APAM?**

- Dynamic, challenging and interesting work
- Personal development and training opportunities
- Friendly, professional, and collaborative work environment
- Part of the Catella Group – network extends across Europe
- WorkWell programme (wellbeing, charitable and engagement initiatives)
- Reward and Recognition Programme
- Fosters diversity and inclusion
- ESG framework and Responsible Investment process

### **ABOUT THE ROLE**

We are looking for Property Management professionals 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 supporting the Senior Property Management team. 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:

- Assisting with the management of rental and other income including tenant arrears.
- Assisting with insurance renewals and claims.
- Assisting with repairs, obtaining quotes, and dealing with contractors.
- Assisting with tenant's applications to assign, sublet, alter and wayleave applications.
- Ensuring tenants' compliance with lease obligations
- Assisting with the 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.
- 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.

## SPECIAL REQUIREMENTS (e.g. travel, unsocial hours)

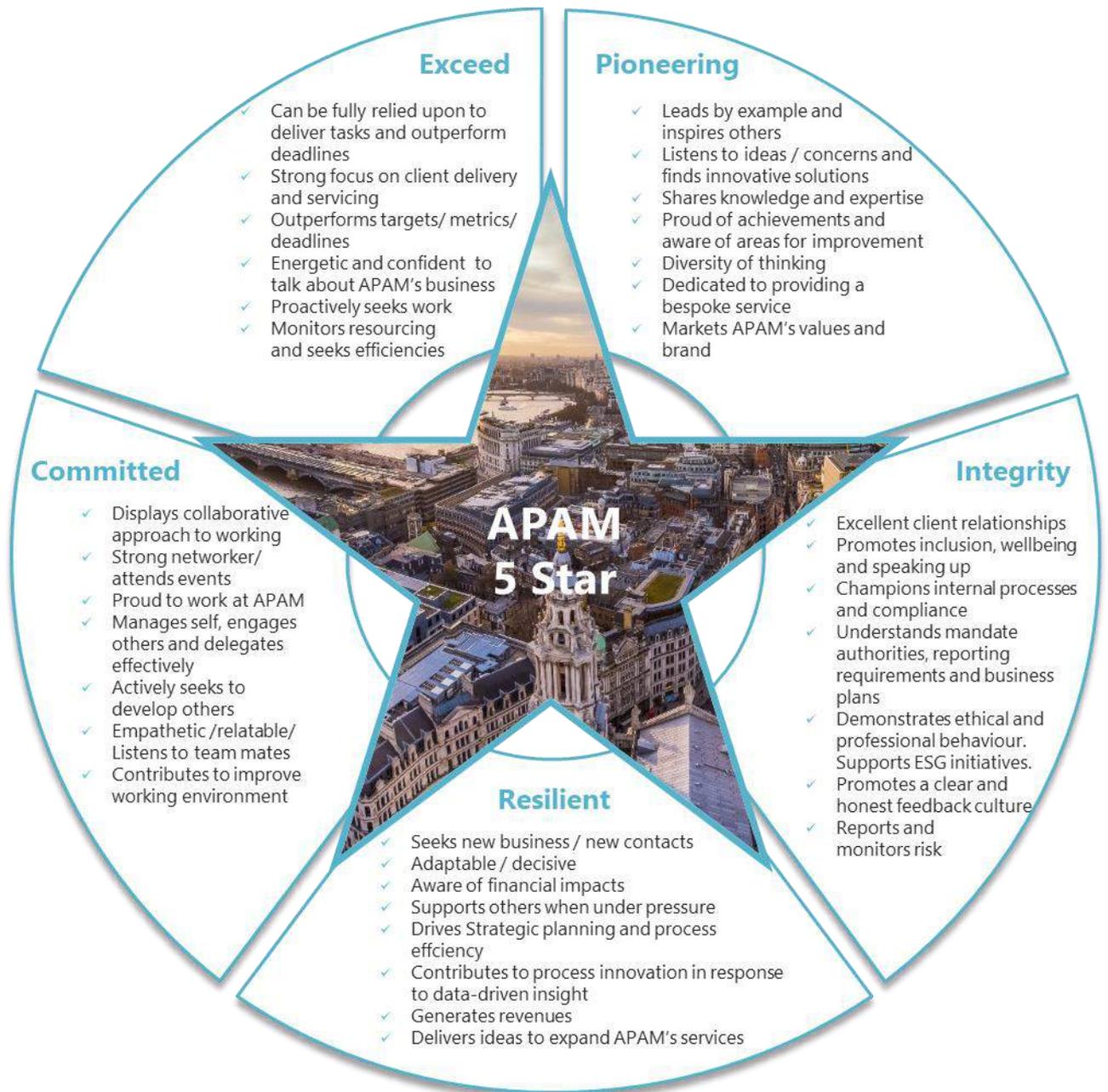
- Normal Hours of work for this role are 5 days a week 9.00 am – 6:00 pm based in the Company's London or Manchester office –please note we currently have special arrangements in place for working safely during the coronavirus outbreak.
- Must be flexible and able to work extended hours as likely necessary on occasion.
- May be required to travel both within the United Kingdom and abroad

## SKILLS AND EXPERIENCE

- The right candidate will have a passion for Real Estate – experience levels may vary from Property Administrators looking to take the next step in their career to those two years post qualifications.
- Qualified and a member of the Royal Institution of Chartered surveyors (MRICS) beneficial but not essential.
- 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.

**KEY COMPETENCIES**

We use our key competency framework to recruit and develop our team because we want to ensure our people have the ability to exceed expectations and make a real impact on the work we do.





**APAM**

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