

Graduate Asset Manager – LCP House West Midlands

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Monday – Friday 9:00am – 5:00pm
Department:	Asset Management Team
Location:	LCP House, Pensnett Trading Estate, Kingswinford DY6 7NA.
Salary:	Negotiable

Purpose:

Asset Manage a portfolio of retail, industrial, office and residential properties. Manage all aspects of the administrative, financial, capital and operation of the properties in the assigned portfolio as well as overseeing the sites surveying, facilities, promotion and performance.

Key Responsibilities:

- Asset Manage a mixed-use portfolio of properties.
- Undertaking Landlord & Tenant work including lease re-gearing, renewals & rent reviews.
- Management of void properties including marketing & negotiating new lease terms.
- Working with the in-house Facilities/Property Managers on Health & Safety, day-to-day property management, tenant liaison, estate repairs and maintenance.
- Managing capital works projects, refurbishments & dilapidations.
- Make strategic recommendations to develop and grow the value of the estate.
- Implement asset management initiatives.
- Reposition assets through tenant mix, refurbishment and redevelopment.
- Support wider team with detailed due diligence to assist with acquisition and disposal opportunities.
- Identify opportunities to acquire and dispose of investments.
- Implement cross departmental working when managing the portfolio of properties.
- Meeting with local stakeholders such as MPs, Local Authorities and Planners to build relationships, identify and achieve mutual goals.
- Support the delivery of the board property strategy.

- Building successful relationships with customers, internal stakeholders & external advisors.
- Working with the Property Management team to agree annual service charge budgets and implement reconciliations.
- Carry out reviews of all budget expenditure, monitor and address issues.
- Working towards RICS qualifications and committed to CPD.

Person Specification

- Limited experience within an asset management role required.
- Excellent people, operational and project management skills.
- Proven ability to negotiate.
- Strong personal organisational skills including ability to manage a diverse and demanding workload.
- Ability to work under pressure, prioritising workload.
- Knowledge of tenant and landlord law.
- Demonstrate ability to manage a portfolio.
- Strong customer focus.
- Highly motivated; enthusiastic and dedicated.
- Committed to overall excellence and particularly provision of excellent service at best value.
- High standards of integrity, fairness and professionalism and ability to build trust and respect.
- Knowledge of legislation covering SHE aspects related to their work.

Qualifications / Training

- Degree or equivalent Qualification.
- Working towards RICS qualification.
- IT Literate.