

JOB TITLE: Commercial Lettings & Property Manager (Leeds)

LOCATION: Leeds

SALARY: £40,000 - £42,000 + Bonus + Benefits

CONTRACT TYPE: PERMANENT (subject to a 6-month probationary period)

HOURS: Full time (40)

Established in 2006, Creative Space now employs 30 people and has won multiple national RICS, IWFM and BCO awards. Currently the company manages over 30,000 sq metres across multiple commercial buildings located in the north of England (from Newcastle to Sheffield).

You will be responsible for all aspects of the management and letting of Tower Works, which consists of 24 high specification offices and studios along with associated communal facilities. You will also be responsible for letting space within the neighbouring Marshalls Mill and Round Foundry development, a 15,000 sqm mixed use estate consisting mainly of office space.

You should have experience of commercial property management and lettings alongside experience of managing H&S within multi-occupancy buildings, and ideally have IOSH or NEBOSH certification. You will also need to have a strong understanding of all aspects of tenant relationships and the requirement to liaise with senior asset managers.

The Company

Creative Space Management Ltd (CSML) manages commercial buildings and assets on behalf of public and private sector assets for owners across the north UK. In March 2020, it became an Employee Owned Trust where 100% of the shares are owned by the employees.

The company is growing steadily and has developed an innovative niche as a specialist operator of high-quality multi-occupancy and serviced office buildings which include Digital, Tech, Advanced Manufacturing and Science clusters amongst the varied portfolio.

Responsibilities

1. To manage all maintenance contracts, including periodic review and competitive re-procurement where required.
2. To review and develop PPM schedules with reference to O&M manuals as applicable.
3. Respond proactively to issues raised by tenants and liaise with third parties as required, develop systems to efficiently manage this interaction.

4. Manage all aspects of H&S including engaging with bi-annual site audits.
5. Responding to out of hours call-outs relating to security or the operability of the building.
6. Populate licence agreements for new lettings or renewals, including the preparation of schedules of conditions and plans.
7. Ensure compliance with licence agreements, understanding the responsibilities of the tenant and the landlord.
8. Dealing with dilapidations and liaising with the tenant to agree any required remediation or settlement figure.
9. Setting annual budgets, and working with the finance team to ensure the correct billing of occupiers and approval of supplier invoices.
10. Take a proactive approach to marketing the properties, including attending relevant networking events.
11. Perform viewings, negotiate with prospective occupiers, liaising with the asset owners as required.
12. Progress leases with the asset owners elected legal counsel if applicable.
13. Produce monthly reports for the asset owner and attend monthly meetings.
14. Other related duties as commensurate with the role.

Job specification

Creative Space Management strives to be an Equal Opportunities Employer. We provide a job specification for every role indicating the key qualities that are mandatory as well as those that would be desirable but may not be essential.

Our recruitment process is designed to match an individual with our role and to try and ensure that candidates understand exactly the qualities we are looking for and how we will evaluate them.

ESSENTIAL	DESIREABLE	DEMONSTRATED
Experience of managing and operating commercial, multi-occupied buildings.	Demonstrable track record with a list of achievements and outcomes.	CV Technical exercise References
Experience of letting and marketing commercial property.	Proven track record of taking the lead letting role with consistent delivery.	CV Interview References
Recent experience of managing H&S within multi-occupancy buildings.	Minimum IOSH Managing Safely or NEBOSH National General Certificate.	Certificate
Strong customer service skills, able to deal with challenging situation.	Significant experience at dealing with individuals operating at a senior level.	Interview