

JOB DESCRIPTION – AGENCY SURVEYOR - COMMERCIAL PROPERTY CONSULTANT

*Full Time - Richmond TW9*

THE COMPANY

Gray Point is a boutique commercial property surveying practice, assisting corporate and local landlords and tenants. The business was started ten years ago by Mike Gray, a qualified Chartered Surveyor with a successful career managing multi-million-pound portfolios in-house for large corporate businesses. His vision for the business has always been to offer outstanding commercial property advice, exceptional service and a personal touch. At its heart is professionalism, honesty and an empathetic approach to its clients and community.

OFFICE & TEAM

Gray Point is run from offices in central Richmond by a team of three, based primarily in the office, but also working flexibly and carrying out site visits and viewings in and around London and in some cases, across the UK. Clients range from large UK-wide charitable corporate organisations to local landlords and tenants. Gray Point's speciality is commercial search and acquisition, sales and lettings with some professional work and portfolio management.

ROLE & RESPONSIBILITIES

This is a client-facing role, working side by side with the team on the day-to-day management of all commercial property-related work, with potential to proactively win new clients in order to grow the business. The role includes but is not limited to:

- Lettings & disposals – research, comparisons, valuations and site visits for measuring, viewings etc.
- Legal – processing of property documentation, following current commercial property law
- Client property management – manage and advise on commercial leasehold portfolios, work within timelines and keep thorough records and files
- Customer service – manage client expectations and shared handling of incoming calls
- Team – bring ideas and knowledge to the table, brainstorm and problem-solve
- Support commercial property processes, including rent reviews & lease renewals
- Be an exceptional advocate and representative of the company
- About to complete their APC RICS qualification or recently qualified

PERSON SPECIFICATION

The role requires a professionally minded person with keen people skills, strong work ethic, affable personality, sense of humour and a team player.

- Commercial property experience preferable (2 years' experience)
- Keen to learn and absorb processes and protocol through the team and using initiative
- Research experience and attention to detail essential
- Exceptional project management and organisational skills
- Ability to travel to Richmond and enjoy working in this area and central London
- Ability to travel for meetings and site visits throughout London and the UK
- A Full Driving Licence would be useful.

SALARY & HOURS

£27,000-£40,000 per annum, experience dependent - Monday – Friday, 9am-5pm, with the ability to work flexibly to meet the needs of clients