

Brett Group

## Assistant Estates Surveyor

Based from Robert Brett House, Canterbury, Kent

Competitive Package plus car

### THE ROLE

This wide ranging property management role will suit a recently qualified person seeking to expand their knowledge and experience or someone undertaking their APC. Full support and training will be given.

Reporting to the Group Estates Manager you will:

- Maintain and optimise the value of Group land and property assets over the short, medium and longer term, according to the agreed business plan.
- Deal with property matters affecting the Group.
- Manage the Group land and property assets day to day in a commercial and professional manner consistent with the Brett values.
- Provide professional advice to wider Group management on estates and property matters
- Deal with Landlord and Tenant matters for commercial, residential, and recreational leases and lettings, including rent collection, reviews, new leases, renewal and surrender, service charges, etc
- Check and advise on Business Rates.
- Carrying out Facilities Management and Property Maintenance

### THE REQUIREMENTS

- Degree level or equivalent. (Ideally RICS accredited).
- Good communication skills both oral and written. Confident presenter able to establish rapport with people of widely differing backgrounds and standpoints.
- Good working knowledge of Microsoft Office, ProMap and IT generally.
- A clean UK driving licence.
- Some experience of property management (desirable but not essential).

Brett Group operates an Equal Opportunities Policy.

The Brett Group is a privately owned business, which specialises in the supply of construction materials and services.

Based in the southeast, the Group has become a substantial business through both organic growth and strategic acquisitions.

With a reputation for excellence, we offer superb development opportunities to people keen to be a part of our continued growth. As an independent business we can offer real job satisfaction in an environment that enables you to focus on our customers, encourages you to contribute, supports you in getting the job done and rewards the continuous improvement of how we do business.

If you feel you meet the job criteria please send a CV with covering email to:  
[nigel.fisher@brett.co.uk](mailto:nigel.fisher@brett.co.uk)

#### Closing date:

Thursday 29<sup>th</sup> March 2018

[www.brett.co.uk](http://www.brett.co.uk)



