

**Join us and become part of the team.....**

**JOB TITLE**

Property Manager

**REGION**

Registered Offices 75 North Hill, Plymouth PL4 8HB and Compass House, Truro Business Park, Threemilestone, Truro, TR4 9LD

**COMPANY PROFILE**

Stratton Creber Commercial is a leading and long established West Country firm of commercial property chartered surveyors with offices in Plymouth, Truro and Exeter. We provide a broad range of professional and agency services across Devon and Cornwall to a wide range of clients.

Due to the success of the property management department, Stratton Creber Commercial is seeking a full time property manager to help with the continued development of this area of the business.

**ROLE REQUIREMENTS AND DUTIES**

- ❖ To assist in the day to day management of a varied portfolio of commercial properties in Cornwall, Devon and Somerset.
- ❖ Assist in administering service charges and rent collection.
- ❖ Liaise with property owners, tenants, contractors and other service providers on a regular basis.
- ❖ Assist in preparing reports and updates for clients.

**Qualification/Experience necessary for the job**

- ❖ Degree level qualification (desirable)
- ❖ Previous relevant property experience
- ❖ Knowledge of property legislation
- ❖ Understanding of market and local knowledge
- ❖ Understanding of business development and client relationship management
- ❖ Familiarity with networking and building relationships
- ❖ IT skills (MS Word, Excel, PowerPoint, Outlook, Internet)

For the right candidate the company will provide a recognised industry training route to become RICS qualified.

Remuneration will be according to the level of experience, and will be a basic salary plus bonus incentive and contributory pension.

Application by email including a detailed CV, to [chr isr@sccplymouth.co.uk](mailto:chr isr@sccplymouth.co.uk)