

martinsproperties

Martin's Properties

Job Description – Commercial Asset Manager

Location: 36 Walpole Street,
Chelsea, London, SW3 4QS

<http://www.martins-properties.co.uk/>

Martin's Properties are a family owned, active, dynamic and ambitious property company with a prestigious property portfolio worth up to £352 million across Fulham, Chelsea and Kensington. Their assets include a mix of commercial, retail, residential, office, leisure and mixed use properties. Martins are looking to grow the business over the next 7 years towards £1bn of net assets and are aiming to diversify geographically and sectorally. The focus going forward will be on London fringes and M25 towns in the office, retail, industrial, PRS and hotel sectors. The balance weighting of the portfolio will be 50% core income, 30% asset management and 20% development. The company has very low gearing at 18% and acquisitions and developments are funded through internal cash resources.

The company has been established over 70 years and its values remain at the heart of the business. The family shareholders delegate the management of the business to an independently chaired Board. The Executive Board comprises of Tom Martin (CEO), Paul Nicholson (FD) and Richard Bourne (Property Director).

Martin's Properties is a customer and community facing business with a focus on creating and managing sustainable, well-designed buildings that enhance the local environment and deliver exceptional customer service.

We are seeking to find a dynamic, customer focussed individual to join our team in order to manager the commercial assets in the portfolio. They will be responsible for building relationships with our existing commercial customers and maximising returns from the assets through strategic planning, asset management, marketing and leasing.

Skills and Qualifications

RICS qualified

Problem-solving and analytical skills

Time-management skills

Budgeting skills

Excellent interpersonal and communication skills

Customer focussed

Good organisational and planning skills

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Duties and Responsibilities

Maintaining asset strategies and reviewing monthly

All strategies and capital expenditure require sign off from an Executive Director or Capital Committee

Undertaking full due diligence on investment acquisitions

Producing complete information for monthly Capital Committee meetings, Board meetings and Exec Meetings

Delivering the asset strategy and maximising the performance of the asset utilising the relevant teams

Marketing, leasing and disposal of the asset, including managing external agency teams

Setting required specs and briefing the Project Manager on presentation of properties for letting etc

Setting required service charge budgets and briefing the Facilities Manager accordingly to manage and present the asset

Lease renewals at breaks and expiries

Keeping vacancy rates to an absolute minimum

Liaising with the Facilities Manager, Analyst and Finance department to provide data for KPI's

Maximising net returns by reducing property costs such as rates, utilities and services when vacant

Producing DCF appraisal/valuations for each property under management using Argus software

Managing rent reviews and documenting the same by the way of a rent review memo

Settling dilaps claims quickly and liaising with the Project Manager for large reinstatement works

Producing valuations of all investment assets in the portfolio bi-annually

Producing full year end valuations by mid-April each year

Coordination and oversight of the annual independent portfolio valuations.

Package

On application