

### **JOB DESCRIPTION - ASSET MANAGER – March 2017**

Locke Property Investments is a specialist consultancy practice focussed on reducing the risks of holding commercial property as an investment. Currently with £150 million and growing of industrial property under asset management across the UK, together with a diverse range of consultancy contracts around the UK, Locke Property Investments offers an exciting team environment for a property professional seeking a challenging and exciting career opportunity.

#### **The Person**

- MRICS qualified or experienced non-qualified candidates
- Willing to work across the UK, potentially involving regular overnight travel
- Ideally with a combination of asset management, L&T, property management and agency skills,
- Ability and desire to learn new disciplines
- Industrial sector experience would be advantageous but is not essential
- Personable with strong communication and negotiation skills
- Highly motivated, self-assured and seeking a genuinely rewarding career path

#### **The Role**

- To be based in Cowbridge, Vale of Glamorgan as part of a small but growing national team
- The role has been created through business expansion
- Responsible for proactive asset management of a portfolio of predominantly industrial property across the UK
- Identifying and executing asset management initiatives to enhance investment performance
- Focussed on integrity and the development of long term relationships with occupying tenants and clients
- Predominantly acting in a client side capacity for institutional investors and national clients

#### **Duties and Responsibilities**

- Reporting directly to the Managing Director but working as an integral part of a close team
- Undertake agency and manage appointed letting agents across the portfolio
- Implement and negotiate lease renewals, rent reviews and other lease event transactions
- Highlight and implement value enhancement opportunities across the portfolio
- Appraisal and coordination of refurbishment projects
- To be increasingly responsible for budgets and business plans in delivering optimum financial performance from the property assets under management
- Support rent collection and property management teams to achieve outperformance from the investment assets
- Any other *ad hoc* duties that may be required in delivering optimum investment performance



### **Proposed Employment Particulars - March 2017**

1. The successful applicant shall be employed as Asset Manager, as set out in the Job Description above.
2. Salary: £26,000 - £30,000 per annum gross of tax depending upon experience.
3. Additional car allowance of £2,400 per annum gross of tax.
4. You will be paid on the 15th day of each month or the closest prior working day.
5. The employer shall procure on behalf of the employee death in service life cover equivalent to four times salary.
6. A wholly discretionary bonus may be awarded to the employee at the end of each financial year in the event the employer company has generated profits surplus to that required for re-investment in the following financial year and if the employee has contributed significantly to the company's success during the financial year.
7. Your hours of work are 09.00 - 5:30 Mon-Fri inclusive with 1 hour for lunch. Work outside of these normal hours may be required from time to time.
8. You shall be entitled to take 25 days paid leave in each year worked in addition to public holidays. The Company's holiday year runs from 1 January to 31 December.
9. The employer shall contribute equivalent to 5% of the employee's salary into a workplace pension to commencing 3 months after commencement of employment.
10. The amount of notice of termination of your employment you will be entitled to receive will be one month.
11. The amount of notice of termination of your employment you are required to give is one month.
12. Employment shall be based on a permanent contract subject to a probationary period