

West & North Yorkshire Chamber of Commerce (WNY)

JOB DESCRIPTION

Job Title Property Manager Location: Bradford Chamber Business Park, Chamber Hub and other sites as required. Reports to: Property Manager	
Salary: £	Hours: 37 hours per week (although will need flexibility to work during regular out of office hours). Time off in lieu will be given for additional hours
Benefits: 25 days holiday plus stat. Contributory Pension Lieu System	Contract: Permanent Full time

Main Function of Job:

(Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

Reporting to the Property Director, you will be responsible for the management of tenants, lettings and property maintenance for Bradford Chamber Business Park and Chamber Hub, in addition to supporting the management of other let sites

Supervisory responsibilities: 1 Co-ordinator, 3 Receptionist, 1 part-time caretaker (when on site)

Key Tasks:

- Management of Tenants and lettings for Bradford Chamber Business Park and Chamber Hub, while offering a back up support for other managed let sites. Must be prepared to travel to other sites.
- Cover for Property Director as and when needed.
- Responsible for the marketing and letting of offices and workspaces.
- Responsible for the preparation of occupancy documentation.
- Raising invoices on Salesforce.
- Monitoring rental payments and assisting with managing bad debt.
- Assisting with the management of landlord and tenant and operational issues, including to required legal standards.
- Ensuring the efficient and safe day to day operation of Bradford Chamber Business Park and Chamber Hub in accordance with good housekeeping, maintenance, security, Standard Operating Procedures and ISO 9001 and assisting with other sites as required.

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- Contributing to the management of and compliance with Health and Safety requirements in respect of buildings and facilities.
- Collecting and collating the data required to enable the Property Director to report to the Chamber's Property Committee.
- Assisting with the preparation of reports on the performance of the business park and other related matters as required.
- Supervisory responsibility reception teams at both Bradford Business Park and Chamber Hub.
- Working with the Property Director you will have budgetary responsibility for both Bradford Chamber Business Park and Chamber hub.
- Plan, co-ordinate and monitor central and building services directly and via contractors.
- Being the first point of contact for all tenants and clients and develop strong customer relationships. This will also be a requirement for other let sites from time to time.
- Organising any conference or events which may be held at the business park **and Chamber Hub.**
- Occasional out of hours cover for evening meetings, events and security call outs

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Person Specification

Attribute	Essential	Desirable
Educational Qualifications	Good GCSE's including English and Maths	Educated to degree level or equivalent. Business qualification or professional built environment qualification.
Experience	Proven experience in customer focused role Experience of supervising a small team to achieve targets. Strong track record of individual achievement against sales and income targets. Excellent general management and business knowledge Experience of generating revenue from business	Working in a multi-occupied environment. Dealing with new and young companies Experience of managed workspaces or serviced offices Understanding the needs of business from sole traders through to large PLC's Managing a dispersed team of colleagues. Experience of preparing financial/budget information.
Communication skills	Excellent organisational and communication skills Good time management skills Confident presentation skills	Experience of communicating in multi stakeholder environment Experience of making presentations to groups and individual
Practical & Intellectual skills	Positive attitude to learning and training for personal development. Working knowledge of databases and IT office packages and including digital skills – Teams/Zoom	Experienced in assessing health and safety issues

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Disposition & Attitude	<p>Ability to create confidence and trust in clients</p> <p>Motivated by achieving individual and team targets</p> <p>High standard of personal presentation</p> <p>Positive “can do” approach to work.</p> <p>Flexible and able to work outside normal hours</p>	
Special Knowledge		<p>Good geographical knowledge of the West & North Yorkshire area</p>
Physical or sensory	<p>Driver, car owner</p>	