

Vacancy - Commercial Surveyor

Hazells Chartered Surveyors:

We are a fully independent firm of chartered surveyors specialising in commercial property and residential lettings and management. We operate from one busy office in central Bury St Edmunds and pride ourselves on offering a highly professional service to our clients.

Position: Full time subject to an initial three month trial period.

Job Title: Commercial Surveyor.

Job Description: The work description is wide, varied and interesting and will require a confident and dynamic individual who is experienced in all areas of commercial property.

You will form part of a small team dealing with the lettings, sales, management and professional work of clients' commercial property throughout Suffolk, Norfolk, east Cambridgeshire and north Essex. You should be confident in dealing direct with clients, applicants, landlords and tenants. You will be required to undertake a great deal of work on your own initiative but will have full support from within the team. You will mainly be dealing with commercial agency and management work but will also be expected to undertake rent reviews, lease renewals and valuations where appropriate. Therefore you should be familiar with inspecting properties with a view to putting them on the market, competent with the management of commercial properties and generally be prepared to meet any number of opportunities that arise within the office. You will also be responsible for advertising and the use of other marketing tools.

Working as part of a small team you will have a great deal of responsibility and must be able to work on your own as well as with others to a high professional standard.

Qualifications: Ideally the successful candidate will be MRICS qualified or working towards qualification and will have experience working in the profession or with commercial property.

I.T. A good understanding and use of word processing, spreadsheets, publishing software, emails and other software is required.

Car: A car is not provided. The applicant is expected to provide their own car for business use and will be reimbursed business miles on an agreed basis.

Starting Time: As soon as can be arranged.

Salary: Competitive salary based on experience with bonus potential.

Holiday: 21 paid days a year, increasing by one day per year of employment to a maximum of 25 days, plus bank holidays.

Hours: Monday to Friday on a full time basis and potentially Saturday mornings to receive diverted calls. The office is open 9.00 am to 5.00 pm but you will be expected to work outside these hours to complete necessary tasks.

Pension: There is no company pension scheme with the position.

Trial Period: Three month trial period during which time either party may terminate the contract on providing one week's notice.

Please send your CV or relevant information to Jonathan Lloyd MRICS at the address below or by email at jonathan@hazellsonline.co.uk and we will contact you. If you have any queries you would like to discuss, then please do not hesitate to contact us. We will deal with all enquiries on a confidential basis.

The Annexe, Short Brackland, Bury St. Edmunds, Suffolk IP33 1EL. Tel: 01284 702626. Fax: 01284 769636

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