

## Property Manager

**An opportunity has arisen for a Property Manager to join our growing team. Northern Group is a thriving property company, trading in the fastest developing area of Manchester City Centre, Ancoats Urban Village. Operating residential, commercial and co-working brands.**

### Key Responsibilities:

To oversee the management of our existing serviced office blocks. Whether you have experience working in property or have a background in customer service, we will offer full training.

### Business Centre Management:

- Carry out check in inventories including photographs
- Taking marketing photos of the spaces
- Arrange connection, upgrade and disconnection of Internet and Phone services
- Carry out hand over to new tenants
- Carry out regular inspections in line with company standards and schedule
- Raise repairs for our maintenance team and update tenants with progress until complete
- Review rents on a regular basis to achieve the best returns for the Landlord
- Manage end of tenancy dates, offering renewals where required
- Follow through tenancy renewals to be completed prior to lease end date
- Carry out check out inventories including photographs
- Conduct deposit negotiations at the end of the lease
- Identify and arrange repair to any faults with Internet and Phone services
- Maintain high standards of organisation within the comms rooms
- Conduct block inspections to maintain good levels of cleaning and maintenance
- Identify renovations of individual suites and communal areas
- Aim to attain 100% occupancy across all sites, working alongside our letting team
- Proactively improve processes and policies
- Supervise and support receptionists across the managed sites

### Attributes:

We are looking for a candidate who will:

- Offer first-class customer service
- Engage with customers/tenants of the building
- Take responsibility
- Problem solve
- Be personable
- Promote a positive environment

### Requirements:

Property / asset / community management experience desired but not essential

Driving license – desired but not essential

Minimum 5 GCSEc (A-C) to include English and Maths



**Other:**

- Working hours: Monday to Friday 08:45 to 17:15
- Job type: Full-time, permanent
- Parking: on-site parking available
- Pension contribution
- Company social events

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