

JOB DESCRIPTION

Job Title: Property Manager

Department: Hundred Percent Properties

Reporting to: Chairman

Job Purpose:

- Responsible for all aspects of Property rental maintenance and development for the Hundred Percent Group.
- Responsible for all aspects of Property maintenance for the Chairman's personal properties.
- To oversee the development of the Warwick site

Key Responsibilities:

- Liaising with our solicitor regarding leases/purchases
- Advising on purchases/disposals
- Dealing with tenants over maintenance issues on properties
- Identify opportunities to extend or enhance the existing estate to meet future operational requirements
- Maintaining the properties to a standard which will maximise the potential returns to Hundred Percent Group in both rental and capital terms
- Providing strategic property Management advice
- Project management upkeep and new building projects, as required
- Day to day management of the Maintenance Assistant