



**BNP PARIBAS
REAL ESTATE**



Refreshingly different



Bravely ambitious



Successful together

Position: Property Manager Apprentice

Department: Rural

Location: Guildford

The role:

We are looking for talented and ambitious individuals who demonstrate the attributes that are fundamental to becoming a successful Property Manager via the apprenticeship route. The role involves providing support to the Land Management Department by supporting the fee earners in their daily dealings with clients, tenants and contractors.

The successful candidate will have an opportunity to complete a Level 4 Senior Housing & Property Management apprenticeship which should last for approximately 18 - 24 months.

Key deliverables

- Screening telephone calls and dealing with them as much as possible.
- Processing invoices on behalf of BNP Paribas and our clients.
- Maintaining an accurate and up to date paper and IT filing system.
- Data entry and assisting with the preparation of documents such as leases and licences or extracting relevant information from them.
- Liaising with clients, tenants and other stakeholders.
- Management of the property management software and inputting accurate data including gas safety inspections, lease renewals, rent reviews etc.
- Reporting on key dates and KPI's using the property management software.
- Organising routine and statutory repairs, such as gas safety inspections, fixed electrical tests and external painting.
- With supervision, undertake property management including new lettings, lease renewals, rent reviews, end of tenancy matters, insurance, debtors etc.
- Management of Contractors and ensuring all documentation is up to date and we hold all necessary documents.
- Organising referencing of tenants.
- Assisting with the preparation of press releases, marketing material and using marketing software.
- Assisting in the preparation of reports, schedules and minutes as required.

Candidate specification

Experience

- Strong communication skills - including a confident telephone manner.
- Attention to detail and ability to keep accurate records.
- Organised and able to prioritise.
- Self-motivated and able to work unsupervised.
- Strong team player with excellent people skills.
- Strong IT skills including capability in Outlook, Word, Excel and Powerpoint.
- Positive and resilient attitude, good sense of humour if possible.



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What You Can Expect From Us:

You will be joining a friendly, entrepreneurial, supportive and inclusive culture. We are driven by our core values and aim to embody them in all we do. We aspire to be refreshingly different and achieve this through using our unique perspectives, capabilities and expertise. We are bravely ambitious by going beyond what is required of us, and we are successful together; trusting one another and working collaboratively to achieve great results.

We recognise our employees are our most valuable asset, and our benefits scheme, employee engagement opportunities and Learning & Development offerings are our commitment to you and your career with us. We offer personal support, a competitive salary and a fantastic benefits package. If you chose to join BNP Paribas or one of our subsidiaries, we will develop your strengths and fulfil your career ambitions.

BNP Paribas Real Estate, together with its subsidiaries and affiliates, is a leading European real estate adviser with more than 5,400 experts across 36 countries. We take our responsibility to protect the personal information provided to us seriously. The personal information we collect are for the purposes of processing in connection with the company's recruitment procedure. We will keep your personal information secure with appropriate levels of security and keep for as long as we need it for legitimate business or legal reasons. We will then delete it safely and securely.

For more information about how we processes your personal data, please view our Candidate Privacy Statement.

BNP Paribas Real Estate is committed to providing a work environment that fosters diversity, inclusion, and equal employment opportunity without regard to race, color, gender, age, creed, sex, religion, national origin, disability (physical or mental), marital status, ancestry, sexual orientation, gender identity and gender expression, or any other legally protected status.