



## **Building Services Associate**

An enthusiastic individual is required to assist the Property Director. The individual should have a background in the construction or surveying industry and have a sound knowledge of building construction. Previous experience in preparing specifications of works, tender documents, schedules of dilapidations and to deal with contractors on site would be an advantage.

All roles at TEM offer the opportunity for commercial exposure and to be part of the business and not merely support staff, all team members are required to have a 'roll your sleeves up' approach. Each role will include elements of most of the below as each member of the team will need to be able to provide cover at times of absence.

- Excellent knowledge of Microsoft word and ability to lay out documents and letters
- Corresponding using email and tight management of own email account
- Extensive and accurate use of Microsoft Excel, maintaining databases and using formulas
- Good knowledge of Microsoft PowerPoint to prepare property particulars and presentations
- Ability and enthusiasm to learn and operate any relevant software the TEM use
- Supporting the property team booking contractors, organising site visits, credit chasing, keeping compliance records up to date, preparing service charge budgets
- Supporting the lettings team in the preparation of letting particulars and arranging viewings
- Supporting the events and filming manager
- Compiling research and solutions using the internet, telephone, libraries and contacts
- Any other reasonable duties

The list of tasks is not exhaustive and will develop in accordance with the demands of the business and our growing client base.