

**ASSET MANAGER  
GRANGEMOUTH, SCOTLAND**

Northern Trust is a family-owned private company, established in 1962, with a successful track record in property investment, development and strategic land promotion. The existing property portfolio extends to 9 million sq. ft in more than 200 industrial, trade and office park locations; and contains over 4,000 individual units. The portfolio is actively managed by Northern Trust's Regional Teams with offices in the North-West, North-East, Yorkshire, Midlands, and Scotland.

We are seeking an Asset Manager to join our Scotland team based at our office in Grangemouth. The Scotland portfolio is currently comprised of workshops, industrial units and office assets totalling more than 560,000 sq. ft in over 150 units spanning a wide geographical area from Dumfries to Perth.

This position will suit an enthusiastic self-motivated candidate looking for a 'hands on' property management role. The successful candidate will be able to work on their own initiative as well as part of a small team.

As Asset Manager you will add value to an existing portfolio and will be required to:

- Act as the primary point of contact for existing occupiers and prospective tenants.
- Deal with enquiries, schedule and undertake viewings, negotiate lease terms, carry out due diligence and see matters through to lease completion; to ensure a low void rate across the region.
- Work closely with administrative staff to review property availability and the in-house marketing department to formulate appropriate strategies for proactively marketing vacant assets.
- Deal with the full remit of estate management matters for designated assets including monitoring, initiating, negotiating and completing lease renewals, rent reviews and ensuring compliance of tenant (and landlord) lease obligations.
- Undertake regular site inspections to document any health and safety matters, taking action to ensure statutory compliance and minimising risks to occupiers or members of the public as well as protecting and maintaining our assets.
- End to end management of contractors to undertake relevant works, as well as liaising with external building surveyors in connection with dilapidations projects and property refurbishment schemes.
- Input and maintain property records via the property management database for all management matters and to assist with company reporting.
- Assist in obtaining meter reads for landlord utility meters and sub-meters as and when required, to ensure appropriate billing can be carried out.

- Work closely with internal departments including the Regional Property Manager, Utilities and Credit Control teams as well as industry professionals such as property agents, building surveyors, contractors and solicitors to ensure consistent progress and management of the property portfolio.

The ideal candidate will:

- Be motivated, energised and have a confident character with a “can do” approach and willingness to learn.
- Have an understanding of the property management function, including lettings and landlord and tenant matters.
- Have a basic understanding of building construction and identification of defects.
- Be commercially minded and solutions focused.
- Have excellent communication and interpersonal skills.
- Be able to work effectively both as part of a team and independently.
- Be able to thrive in a fast-paced organisation and deliver effectively under pressure to tight deadlines.
- Have excellent organisational and multi-tasking skills.

An attractive package, depending on experience, is on offer including competitive salary, company car, contributory pension and life assurance.

Full applications **by email only please** (including CV and current salary details) to;  
**Anne Maclaren, Regional Property Manager, Northern Trust Scotland,**  
Email : [AnneMaclaren@northerntrust.co.uk](mailto:AnneMaclaren@northerntrust.co.uk)

**Closing date for applications: 12<sup>th</sup> April 2026.**

**Successful applicants will be contacted after the closing date.**