



NORTHERN TRUST

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**ESTATE SERVICES COORDINATOR (FULL TIME)
BASED IN GRANGEMOUTH**

Performing an asset management function for Northern Trust Company Limited's commercial portfolio which currently extends to 9 million sq. ft. of industrial, trade counter and office parks located across the Midlands, North East, North West, Yorkshire and Scotland. Northern Trust Company Limited require a full time Estates Services Coordinator to be based at their Grangemouth office to cover the whole of the Scottish portfolio, encompassing assets primarily located in the Central Belt. The Scottish portfolio currently extends to over 560,000 sq. ft. spread over 14 estates spread comprising of 145 units.

Reporting to the Regional Property Manager, the candidate will be responsible for assisting with maintenance and building management duties with a particular emphasis on planned and reactive maintenance, health and safety and assisting with the contract administration for designated assets.

The ideal candidate will have an interest in building construction and identification of defects, be confident in dealing with and building relationships with external contractors and tenants. You will be responsible for supporting the management and supervision of maintenance across our estates and buildings; assisting with monitoring external contractor works and performance; arranging, overseeing and delivering on all reactive and planned maintenance works / projects; assist with monitoring costs and service contracts; completion of regular property / health & safety inspections; taking meter readings on a monthly basis for sub-metered and vacant properties; assist with ensuring compliance with all current legislation and health and safety requirements as well as any general administrative duties associated with the role. There are elements of this role that require working outdoors in all weather conditions, year-round, as the position is not solely office based.

Whilst a knowledge of commercial industrial property, health and safety and managing works/contractors would be advantageous, it is not essential, as we seek an individual with the right personal skills to add value to this role and are also open to applications from candidates who may be looking for a career change. It is essential the individual is an excellent communicator who can deal with occupiers and contractors in a courteous, professional manner, is IT literate and can work as part of a team along with a 'can-do' attitude.

Salary: **£25,000 to £28,000**, dependant on experience.

As travel across Scotland is an essential part of the role a full driving licence is required and a company car will be provided.

Please apply via the Indeed job post by including your current CV and covering letter:

<https://uk.indeed.com/job/estate-services-coordinator-d92fbbb077506e10>

Closing date:

COP Friday 15th November 2024