



UNLOCKING ASPIRATIONS THROUGH AFFORDABLE HOUSING

PROPERTY INSPECTOR

ROLE SUMMARY

The LOWE Group are the leading property consultancy for vacant space management; providing property owners with cost-effective, innovative solutions to managing their buildings, which in turn create social impact and support local communities. We believe that vacant properties present inspiring spaces for place makers, key workers and innovators to live, work and create and we are passionate about bringing these otherwise vacant spaces back to life.

We are looking for a new team member to join our Property Services team. The ideal candidate must have experience in property maintenance, property inspections and Health & Safety – as well as being highly organised, with an exceptional attention to detail and excellent communication skills. This is a fantastic opportunity to work directly with our portfolio of guardian properties and be a part of a growing business with ambitious plans for the future.

KEY RESPONSIBILITIES

- Carrying out monthly property inspections across all LOWE properties and organising access for the property owners, contractors and estate agent viewings where required
- Uploading all property inspection images to Inventory Hive and reporting all maintenance and Health & Safety issues to our Property Services team through Fixflo, so they can be addressed promptly and efficiently
- Liaising with Head Guardians, Guardian Representatives and Health & Safety Marshals across LOWE properties to ensure they have regular refresher training on Health & Safety (e.g. weekly fire alarm testing and fire escape routes) and that inspection action points are addressed
- Weekly meeting with Head of Guardian Services and Property Services team to deliver inspection reports and address Health & Safety issues appropriately
- Addressing property maintenance issues on site where required during inspections

ROLE PROFILE

- 3+ years experience in a property maintenance, property management or inspection role
- Excellent communication, reporting and organisational skills
- Experience in dealing confidently and successfully with conflict management
- A positive, outgoing and enthusiastic attitude
- Ability to prioritise workload and efficiently manage diary in order to achieve results and meet weekly and monthly inspection deadlines
- Enthusiasm for identifying and embracing new ways of working and good practice

BENEFITS

- Competitive salary and annual performance-based bonus
- 25 days holiday (+ birthday day off)
- Regular social events and team outings