



Work with us:

Junior Commercial Property Manager

We are a well-established commercial property company based in Shrewsbury, specialising in all aspects of commercial property sales, lettings and management across Shropshire and the surrounding area.

Due to continued growth, we are looking to recruit a motivated and organised Junior Commercial Property Manager to join our team.

This is an excellent opportunity for someone looking to build a long-term career in commercial property within a supportive and experienced business.

Previous property experience is desirable, but we are equally interested in candidates with strong communication skills, professionalism, attention to detail and a willingness to learn.

The Role

The successful candidate will support the team across a wide range of commercial property activities including:

- Landlord & Tenant matters and general property advice
- Assisting with commercial property sales and lettings
- Supporting day-to-day property management including repairs and compliance
- Arranging and attending property viewings
- Liaising with landlords, tenants, contractors and solicitors
- Handling enquiries via telephone and email
- Maintaining property records and databases
- Service charge management, budgeting and financial reporting in line with RICS code of practice and guidance.

This is a varied role with excellent opportunities for progression and development within the business.

Junior Commercial Property Manager

On-site role
Up to £30,000

To Apply

Please send your CV together with a short covering email explaining why the role interests you and outlining any relevant experience.

We look forward to hearing from you.

Email your CV and covering letter to cjp@cgpooks.co.uk



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About You

We are looking for someone who is:

- Professional and personable
- Organised with good attention to detail
- Confident communicator - articulate both face to face and in writing
- Energetic, enthusiastic and lateral thinker
- Pro-active
- Able to manage multiple tasks and priorities
- Keen to develop a career in commercial property
- Comfortable using Microsoft Office and general IT systems
- Full UK driving licence preferred



Experience

Ideal candidates may already have experience in:

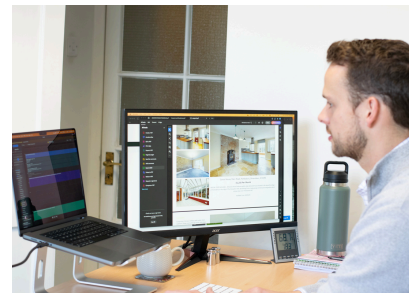
- Commercial or residential property
- Estate agency or lettings
- Property management
- Office administration or customer service
- Construction or facilities administration

However, full training will be provided for the right candidate, including various pathways provided by the RICS.



What We Offer

- Competitive salary based on experience
- Supportive and friendly working environment
- Exposure to all aspects of commercial property
- Opportunities for progression and professional development
- Long-term career prospects within a growing business



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