

ROLE PROFILE

Job Title: Surveyor, Asset Management, Italy Location: Milan/ Italy

Reports to: Associate Director, Asset Management, Italy Division/Dept: Property - Continental Europe/ Italy & Spain

Summary of the Role's Main Purpose

To proactively coordinate the performance of part of the Italian's property portfolio with a view to increasing rental and capital returns whilst playing a pivotal role between Property and Finance departments overseeing lease management, cost analysis, and performance metrics.

Principle Accountabilities

Support Asset Management Strategy

- To support in the following activities:
 - coordinating the whole portfolio's properties and in defining the strategy relating to the enrichment of the assets.
 - participating in investment and divestment transactions and technical due diligence.
 - analysing and processing data and information, supporting Manager and Director to draft and review business plan.
 - managing contractual, administrative and technical problems related to the real estate portfolio.
 - formulation and implementation of individual Estate Asset Plans as required by the Director, Asset Management.

Budget and service charge Management

- Supervise and manage portfolio budget, costs and administrative activities by:
 - Participating in the Year Opex/Capex Budget definition.
 - Managing of the portfolio Net Operating Income (NOI) through correct allocation of property-related cost: PM fees, property tax, Insurance.
 - Verifying the correct allocation of property cost.
 - Supervising administrative and compliance for cadastral assessment and insurance management.
- Ad hoc queries on property administration tasks (support to service charge reconciliations, insurances claims follow-up and settlement etc).
- Generate and manage of portfolio-related purchase orders.

Commercial & internal process management:

- Audit & Process Management (external and internal): main point of contact for all about invoicing, cash collection and commercial processes. To constantly update actual processes ensuring continuous improvement / streamlining year on year with Asset Managers.
- Data & Budget Management:
 - to maintain up to date dashboards for Asset Managers to improve follow up of the commercial budget, tenant breaks, rent indexation, etc.
 - to update our commercial database (MRI) with all relevant information (indexation, new lease, takeback, new building acquisition, disposal, etc.) in due time.

- to consolidate and validate commercial budget and valuation data with Asset Managers.
 - to manage process and forms with data Management team (building form, lease form..)
- Invoices process management: to prepare and validate the Tenancy schedule and the main movements of the quarters and delivering on time indexations and invoicings.
- Cash collection management: to coordinate with Accounting team, the cash collection and unpaid dunning processes.

Team working

- To work alongside with Property Management to get operational issues resolved for customers.
 - To work as a team with colleagues in other Departments for refurbishments / pre-let schemes / widening of planning consents.
 - Liaise with Operations to get operational issues resolved for customers (involves an understanding of service charge changes, applications for alterations, H&S implications).
 - Liaise with the accounts receivable controller as necessary and manage any insolvency proceedings.
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Core Areas of Knowledge, Skills & Experience

Essential

- Experience of asset management in the industrial sector.
 - A deep understanding of the commercial property industry.
 - Solid understanding of accounting and tax principles.
 - Strong data analysis and financial reporting skills.
 - Proven teamworking skills.
 - English - written & spoken.
 - Experience of asset management in the industrial sector.
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Desirable

- Knowledge / experience of at least one other property sector.
 - Intermediary level IT skills – MS Excel & Word.
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Special Job Requirements

- Ability to attend networking events, industry dinners and functions outside of core hours when required.
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Date of completion: January 2025

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.