



Commercial Property Graduate Surveyor Job Description - Agency, Valuation & Property Management:

Job Title: Commercial Property Graduate Surveyor

Location: Jersey (4th Floor, Conway House, 7-9 Conway Street, St Helier, JE2 3NT)

Employment: Permanent

Salary: Competitive

About Us:

D2 Real Estate is the Channel Islands' leading commercial real estate advisor, with over £800m of commercial property under management and the lead agent on the Channel Islands' most prestigious commercial real estate projects.

We believe in nurturing a lean, agile and entrepreneurial culture. The islands' premium real estate marketplace is evolving rapidly due to a number of factors, including the impact of the pandemic, the changing expectations of occupiers, and the growing importance of ESG. We are helping our clients to navigate these changes successfully, and capitalise on the new opportunities they bring. D2 Real Estate has the advantage of operating as an independent company but retains an alliance with our previous parent organisation BNP Paribas, the world's eighth largest bank. Our extensive suite of services includes property development and investment advice, commercial property leasing, property management, valuations, lease advisory, consultancy, and research.

Collaboration is foundational to our values. Our team of 15 across Jersey and Guernsey bring broad and in-depth market experience, and we work closely together to share ideas and insight. We invest heavily in the training and development of our team, both formally and informally, and offer genuine scope for progression within the business. Staff wellbeing is a central value at D2 Real Estate.

The Opportunity:

We are seeking a bright and enthusiastic graduate surveyor to join our dynamic team, working across the agency, valuation, and property management disciplines, and reporting to our Senior Surveyors.

This is a multi-faceted role, where we will provide a structured training program across D2 Real Estate's core business lines to support the candidate to achieve their RICS Chartered Membership qualification (APC).



Local Market Experts
with a Global Mindset

With our deep client relationships, we are trusted upon to deliver efficient and best in class service to our clients. We advise on value-add strategies across their portfolios such as refurbishments, lease events and lease regears, which presents fantastic opportunities to gain valuable experience in the diverse areas of commercial property.

D2 Real Estate are an openly and proudly values-led organisation. We ask that all our team understand, embrace, and live by our core behaviours, which are integrity, teamwork and professionalism.

Key Role Responsibilities:

- **Agency / Transactional:**

- Undertake property measurements, inspections and preparation of marketing brochures.
- Assist with the creation and implementation of marketing strategies across our clients' multi-sectored commercial property portfolios.
- Handling regular property enquiries and accompany interested parties on viewings.
- Research, track and analyse transactional evidence, market trends and occupier requirements.
- Support negotiations for new lettings, lease renewals and rent reviews transactions.

- **Valuation:**

- Assist with the preparation of valuations for a diverse range of purposes and property types, including commercial investment, development, high-value residential, and trade-related properties.
- Work with our team to provide a first-class service to our established clients, who include all major Channel Island banks and lenders.
- Prepare detailed valuation reports following RICS Red Book guidelines.

- **Property Management:**

- Assist with the management of a portfolio of prime commercial properties.
- Build and maintain strong relationships with clients, occupiers and suppliers to ensure the effective management of properties.
- Attend to tenant queries, manage service charges, and handling maintenance issues and contractors.



Local Market Experts
with a Global Mindset

- The monitoring and managing of key diary events including lease breaks, reviews, expiries, rent arrears and insurance renewals.
- Coordinate repairs to properties in conjunction with the Facilities Management team.
- Undertake property inspections, assist with quarterly client reports, and help with service charge budget preparation and monitoring.
- **General:**
 - Contribute to market-leading research and analysis projects related to the commercial property market.
 - Attend industry events, network with professionals, and stay up-to-date on market trends.
 - Play an important role in maintaining and promoting our social media presence.
 - Assisting in setting up files, including undertaking KYC and anti-money laundering due diligence checks.
 - Support senior colleagues with various tasks and projects.

About you:

- Personable, sociable and ambitious.
- Good communication and interpersonal skills, both written and verbal with ability to work both independently and as part of a team.
- Strong analytical and problem-solving skills with excellent attention to detail.
- Highly organised with an ability to manage shifting priorities and meet deadlines.
- A genuine interest in the commercial property sector and a commitment to professional development and achieving RICS Chartered Membership.
- Strong working knowledge of the Microsoft Office systems and willingness to learn and develop skills on new systems.
- 5 years residency.
- Candidates with RICS accredited property-related degree and / or currently working towards completing the RICS Assessment of Professional Competence (APC) would be ideal however this is not essential.



A few other important things:

You'll need to adhere to all policies, procedures and regulations including those around anti-money laundering, terrorist financing and conflicts of interest.

We are an equal opportunities employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, or disability status.