



## JOB DESCRIPTION

Job Title: Leasing Manager  
Location: **London**  
Reporting to: **Senior Leasing Manager**

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### **ABOUT THE ROLE**

The Arch Company is the UK's largest small business landlord, serving thousands of business owners who make a unique and vital contribution to the UK economy. The company purchased Network Rail's former commercial property estate in early 2019 and have a property portfolio of approximately 5,200 railway arches, business estates, former station buildings and other properties.

The Arch Company is proud to be the landlord to a diverse, passionate group of small business owners, entrepreneurs and community organisations across England and Wales. The Arch Company shareholders are Telereal Trillium and Blackstone Property Partners.

### **JOB PUROSE**

The Arch Company are looking for a motivated and enthusiastic Leasing Manager to help deliver on a high volume of new lettings across their estate. The position will offer you an opportunity to work across an extensive portfolio of commercial real estate in London, which whilst focussed on the industrial and distribution sectors, has numerous opportunities within the retail, leisure, and office markets too. Reporting into the Senior Leasing Manager for the region, you will support on delivering leasing strategy and initiatives, whilst also taking responsibility to manage your own transactions from the outset.

Within the role, you will be given the opportunity to develop your skill sets and experience, overseeing all stages of a leasing disposal; from bringing units to the market, agreeing Heads of Terms, obtaining board approvals, instructing solicitors, through to lease completion.

The role will require high levels of interaction with other teams in the business, such as the Development Team when looking at the refurbishment and development of new stock, Asset Management in devising bespoke strategy and target tenants for particular estates, or the Property Management team when bringing recently vacated units back to the market. As such, you will learn a great deal about all aspects of the business.

Strong interpersonal and communication skills are essential as you will be expected to deal with a wide range of people on an everyday basis, from internal stakeholders to external agents and lawyers, and directly with new tenants and customers.

## KEY ACCOUNTABILITIES

To assist the Senior Lettings Manager (SLM) with their respective portfolio within London and to take responsibility for their own transactions. Typical tasks to include, but not limited to: -

### Lease Transactions (Start to Finish):

- Receiving offers, negotiations, preparing and agreeing Heads of Terms.
- Carry out due diligence; collate tenant information, liaise with finance team to obtain credit reports and covenant checks.
- Draft, submit and present board approval papers.
- Processing the proposed tenants fit outs for consent by working with the building surveying teams.
- Collate information to instruct solicitors, negotiate leases (if appropriate), take through to completion.
- Arrange and attend handovers with customers.
- Complete data forms to ensure new lets are recorded in a timely fashion;

### Marketing Property:

- Be responsible for marketing properties, agreeing strategy and quoting rents.
- Ensure all marketable property is advertised on The Arch Company Website.
- Instruct letting boards and request EPC's
- Instruct and manage agents, prepare and approve marketing particulars.
- Liaise with Property Management to ensure all certification is received – Asbestos reports, electrical certification, Roller shutter services etc;

### Day to Day Jobs:

- To directly contribute to the overall number of completed transactions throughout financial year and to ensure Individual and Team Targets are met.
- Liaise with external agents to obtain feedback on viewings and marketing.
- Attend Asset meetings, Property Management meetings.
- Assist with cross department work, helping other parts of the business.
- Assist with organisation of keys.
- Other jobs the SLM may need you to do or assist with.
- Updating the Leasing Teams Systems

### Key Skills, experience and qualifications

- Strong negotiation skills
- Strong time management and organisational skills
- Ability to work independently as well as part of the wider team and business.
- Able to solve problems, find solutions, Think entrepreneurial
- Attention to detail
- Proficient in IT and office systems
- Good presentational skills

### Find out more:



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