



Commercial Property Manager

Location: Henley-on-Thames Office (Hybrid Working Available)

About Us

Simmons & Sons is a well-established firm of Chartered Surveyors with offices across Buckinghamshire, Hampshire, Oxfordshire, and Surrey. We operate across a broad range of property sectors, delivering expert advice and management services to our clients.

The Opportunity

We are seeking an experienced and proactive Commercial Property Manager to join our Henley-on-Thames office. This is an exciting opportunity to manage a diverse portfolio of commercial and mixed-use properties across the Southeast.

Key Responsibilities

- Oversee the day-to-day management of a varied commercial property portfolio
- Conduct regular property inspections and ensure timely resolution of maintenance issues
- Liaise effectively with tenants, contractors, and clients Prepare and manage service charge budgets and invoicing
- Handle rent collection and manage arrears
- Administer lease agreements, rent reviews, licences, and lease re-gears
- Approve client-related invoices (e.g. business rates, utilities)
- Produce detailed monthly and quarterly client reports and rental statements
- Attend regular client meetings and provide professional advice

What We're Looking For

- Proven experience in commercial property management
- Strong financial and budgeting skills
- Excellent communication and organisational abilities
- A proactive, client-focused approach
- Full UK driving licence and access to your own vehicle

What We Offer

- Competitive salary package based on experience and qualifications
- Ongoing training and professional development
- Supportive and collaborative working environment
- Flexible working hours and hybrid working options, including the potential to work from home part of the week
- Support for professional qualifications, including funding for relevant courses and memberships where required

Working Hours:

Monday to Friday, 09:00 – 17:30 (flexibility available)

How to Apply

Please send your CV along with your salary expectations to:

equinn@simmonsandsons.com

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Commercial

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