



*UNLOCKING ASPIRATIONS THROUGH AFFORDABLE HOUSING*

## PROPERTY INSPECTOR

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### ROLE SUMMARY

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LOWE are the leading independent property guardian company who specialise in providing property owners with a professional, efficient and low-cost solution to the issues arising from vacant buildings. In turn, we provide quality and affordable accommodation for London's young professionals, keyworkers and creatives. We have a desire to do things differently and disrupt the property guardian market for the better.

We are looking for a new team member to join our Property Services team. The ideal candidate must have experience in property maintenance, property inspections and Health & Safety – as well as being highly organised, with an exceptional attention to detail and excellent communication skills. This is a fantastic opportunity to work directly with our portfolio of guardian properties and be a part of a growing business with ambitious plans for the future.

### KEY RESPONSIBILITIES

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- Carrying out monthly property inspections across all LOWE properties and organising access for the property owners, contractors and estate agent viewings where required
- Uploading all property inspection images to Inventory Hive and reporting all maintenance and Health & Safety issues to our Property Services team through Fixflo, so they can be addressed promptly and efficiently
- Liaising with Head Guardians, Guardian Representatives and Health & Safety Marshals across LOWE properties to ensure they have regular refresher training on Health & Safety (e.g. weekly fire alarm testing and fire escape routes) and that inspection action points are addressed
- Weekly meeting with Head of Guardian Services and Property Services team to deliver inspection reports and address Health & Safety issues appropriately
- Addressing property maintenance issues on site where required during inspections

### ROLE PROFILE

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- 3+ years experience in a property maintenance, property management or inspection role
- Excellent communication, reporting and organisational skills
- Experience in dealing confidently and successfully with conflict management
- A positive, outgoing and enthusiastic attitude
- Ability to prioritise workload and efficiently manage diary in order to achieve results and meet weekly and monthly inspection deadlines
- Enthusiasm for identifying and embracing new ways of working and good practice

### BENEFITS

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- Competitive salary and annual performance-based bonus
- 25 days holiday (+ birthday day off)
- Regular social events and team outings