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www.mayside.com

## **Job Title**

Property Manager

## **Location**

Scotland, United Kingdom

## **Job Type**

Full-Time, Work On-site, including some UK travel

## **About Us**

Kestrel Assets Limited, which is owned by Mayside Partners Limited, is a premier property management company specialising in luxury estates and properties across Scotland. We are dedicated to providing the highest level of service and care for our prestigious properties. As a Property Manager with our Kestrel and Stroggilo teams, you will play a key role in ensuring the smooth and efficient management of a private estate in Scotland, along with oversight of other properties under our management.

## **Job Summary**

As a Property Manager, you will be responsible for the overall management and maintenance of a private estate located in Scotland. In addition to this primary responsibility, you will also oversee and coordinate the management of other properties under our care. This position combines elements of property management, estate management, and client service to ensure that all properties meet the highest standards of quality and service.

## **Key Responsibilities**

### Estate Management

- Supervise the day-to-day operations of the private estate, including maintenance, repairs, and landscaping
- Ensure that the estate is maintained to the highest standards of quality, cleanliness, and safety



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- Oversee estate staff, including gardeners, maintenance personnel, and Strogglio security teams
- Develop and maintain a comprehensive maintenance schedule and budget

#### Tenant and Client Relations

- Build and maintain strong relationships with and between Kestrel Assets Limited and group company tenants
- Address tenant inquiries and concerns promptly, providing excellent customer service
- Act as the main point of contact for all estate-related matters

#### Financial Management

- Prepare and manage budgets for the estate, ensuring financial stability
- Monitor and control property-related expenses
- Review and approve invoices and manage financial records

#### Property Oversight

- Oversee other properties under the company's management
- Ensure properties are well-maintained, and their needs are met promptly
- Coordinate with property staff and vendors as necessary

#### Compliance and Regulations

- Stay informed about property-related laws and regulations in Scotland
- Ensure that the estate and other properties are compliant with all relevant laws

#### Emergency Response

- Develop and implement emergency response plans for the estate and properties



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- Be available for after-hours emergencies and coordinate necessary responses

### Qualifications

- Proven experience in property and estate management
- Knowledge of relevant property laws and regulations in Scotland
- Strong financial management and budgeting skills
- Excellent communication and interpersonal skills
- Leadership and supervisory experience
- Attention to detail and strong organizational skills
- Ability to work independently and make sound decisions
- Proficiency in property management software is a plus

### **Additional Information**

This position requires flexibility and the ability to travel as needed to oversee other properties under the company's management. The successful candidate should be dedicated to providing exceptional service and ensuring the well-being of the estate and its tenants. A passion for estate and property management, along with a commitment to excellence, is crucial.

### **What We Offer**

- Competitive salary c£35-45k (annual) and a comprehensive benefits package, including private healthcare
- Opportunity to work within a relaxed, friendly environment
- Collaborative and innovative work tools
- Professional development and training opportunities
- Company vehicle, if required

### **Application Process**

To apply for this position, please submit your CV and a cover letter detailing your relevant experience to [hr@mayside.com](mailto:hr@mayside.com) or via the link on our website, including why you are interested in joining our team. We look forward to reviewing your application and considering you for this exciting opportunity in Scotland.