

## ROYAL AGRICULTURAL UNIVERSITY – STUDENT/GRADUATE JOB VACANCY



To enable placements/vacancies to be advertised correctly please complete the following:

**Name of Employer:** Arnolds Keys LLP

**Vacancy Type:** Graduate Commercial Surveyor

**Full-time/Part time :** Full time – Monday to Friday 9am till 5.30pm (60 minute lunch break).

**Start date:** Summer 2026

**Background:** <https://www.arnoldskeys.com/>

**The Role:** Graduate Commercial Surveyor to be based in our Norwich office. Property visits, viewings, negotiation of both Leasehold and Freehold deals with applicants, vendors/landlords. Range of properties industrial, office, retail, investment and commercial development. Assist with Property Management inspections, liaising with Landlords, Tenants and meeting contractors. Assist with the preparation of RICS Red book valuations.

**Degree:** RICS accredited degree (or part way through University studies)

**Permanent/temporary:** Permanent

**Location:** 25 King Street, Norwich, Norfolk NR1 1PD

**Personal requirements:** Well organised. High attention to detail. Able to meet tight deadlines. Professional and punctual. A strong team player. Full driving licence with own vehicle.

**Other requirements:** Ideally a candidate who will have completed an RICS accredited degree or part way through your University studies

**Salary/Package:** Competitive salary. Discretionary performance related bonus. Generous holiday allowance increasing with length of service. Additional bonus day for birthday and discretionary day at Christmas. Full RICS APC support.

**How to apply:** Please send a CV and covering letter

**Contact Name and Position:** Lara Whattam PA to Partnership

**Email Address:** [lara.whattam@arnoldskeys.com](mailto:lara.whattam@arnoldskeys.com)

**Telephone Number:** 01603 620551

**Closing Date for applications:** Ongoing until a candidate is found

*The Royal Agricultural University makes no representation with regard to the advertised position referred to above. Students should make all reasonable enquiries to satisfy themselves as to the safety and suitability of the advertised post. Whilst the University makes all reasonable attempts to ensure that the details referred to are correct it accepts no liability of whatever kind as a consequence of any information that may be out of date or incorrect.*

## **GRADUATE COMMERCIAL SURVEYOR**

### **About Arnolds Keys**

Arnolds Keys offers the complete property service across Norfolk and north Suffolk. With a range of specialist expertise and experience, Arnolds Keys provides Commercial, Residential and Agricultural Property Consultancy and Estate Agency services and is one of the largest independent Estate Agencies and Chartered Surveyors in the county.

Arnolds Keys also includes Keys Cottage Holidays, a Holiday Lettings business providing rural and coastal retreats across north Norfolk.

### **The Role**

We are currently seeking a Graduate Commercial Surveyor based in our Norwich office. Working alongside an established team, duties will include:

- Undertaking property inspections and produce marketing appraisals
- Undertaking viewings.
- Use expert knowledge and awareness of the local and regional property markets
- Negotiate both leasehold and freehold deals with applicants and vendors/landlords
- Identify opportunities in the market.
- Dealing with a wide variety of properties across a range of sectors; industrial, office, retail, investment and commercial development.
- Assist with Property Management inspections, liaising with Landlords, Tenants and meeting Contractors
- Assist with the preparation of RICS Red Book Valuations.

### **Requirements**

- Ideally you will have completed an RICS accredited degree or part way through your University studies.
- Incredibly well organised.
- High attention to detail
- Able to meet tight deadlines.
- Professional and punctual.
- A strong team player with great interpersonal skills.
- Full driving licence with own vehicle.

**What we can offer**

- Competitive salary
- Discretionary performance related bonus
- Generous holiday allowance increasing with length of service, additional day for Birthday and discretionary day at Christmas
- Full RICS APC support