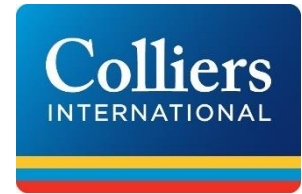


# Graduate Surveyor – South East



- Based between the West London and West End Offices
- Full-time

## Company Description

*Colliers International is looking for an enthusiastic graduate surveyor to join the Rating Team based in the West London office in Uxbridge and also spending time in the new West End Head Office. The successful candidate will also gain exposure to Lease Advisory, Agency, Property Investment Management and Building Surveying services, dealing with a broad range of asset classes located across the South East.*

*The Rating Team is the most successful Department in within Colliers UK in terms of turnover and profitability. It provides comprehensive and strategic advice to occupiers and investors on local taxation matters, ensuring that our clients are correctly assessed for property tax purposes and paying the appropriate level of business rates.*

*Colliers International is a leading real estate services and investment management company, with a presence in over 60 countries globally. The UK business is headquartered in London, with 900 specialists throughout 13 offices across the UK and Ireland.*

*You will be joining an entrepreneurial and collaborative environment where our experts provide advice and services to our occupiers, owners and investors.*

## Job Description

- To report to Directors ensuring the smooth administration of our client base and business rates service
- To undertake measured property inspections across a variety of asset classes
- To compile, manage and maintain accurate property records to assist with the business rates appeals process
- To assist with providing strategic advice to clients on their business rates liabilities
- To liaise with the Valuation Office Agency to secure business rates reductions for our clients
- In conjunction with other team members, develop the Department's existing and prospective client relationships

## Qualifications & Skills

- RICS accredited degree
- Numerate and proficient in MS Office packages and databases
- Some knowledge of business rates is preferable but not essential
- Full UK driving licence

## Additional Information

### What's on offer:

- A competitive base salary and benefits structure
- Defined APC pathway
- Potential to gain exposure in other disciplines across the business including Lease Advisory, Agency and Valuation.
- Opportunity to work in an enterprising environment with a forward thinking culture
- A global culture, with a strong focus on learning and development

To apply, please send your CV with covering letter to Matt Hawkins; [matt.hawkins@colliers.com](mailto:matt.hawkins@colliers.com)