ASSOCIATE DIRECTOR – COMMERCIAL TEAM

ROLE PURPOSE

The Associate Director will be responsible for leading commercial negotiations around Instant's property transactions. Working closely with Business Development and Client Services to structure and articulate the commercial deal for the client.

KEY RESPONSIBILITIES

- Supporting Business Development with all property selection, negotiation and acquisitions
- Sourcing properties to meet client requirements, both on and off market
- Liaising closely with Client services to build up accurate fit-out and services pricing
- Meeting, negotiating with Landlords and agents on property transactions
- Running deal price modeling with Commercial Manager
- Drafting and developing client proposals with Business Development
- Managing third party solicitors, agents and experts related to property deals to ensure progress
- Negotiating Instant's commercial position while driving best value for the client
- Regularly reporting deal activity/progress to line manager
- Building and maintaining a strong network of Landlord, agent and client contacts.

BACKGROUND AND EXPERIENCE

- A commercial property industry specialist with a strong network of agents, landlords and client contacts.
- From a surveying background with 3 to 4 years' experience post APC completion as a tenant representative.
- Central London office acquisition experience would be an advantage.
- A strong track record in delivering property solutions to clients.

KEY SKILLS AND COMPETENCIES

- Self-motivated to achieve targets
- Has and can apply initiative
- Very detailed and organised
- Excellent commercial acumen
- Good consultative skills with the ability to listen to the client, develop a solution and close the deal by engaging all relevant stakeholders.
- Excellent relationship skills so they are trusted by clients, landlords and agents.
- Diplomatic and persuasive, excellent negotiator
- Ability to think independently and exercise decisive judgement
- Act as a valued team member, supporting colleagues whilst constructively challenging when required
- Drive performance and demonstrate a competitive instinct
- Be flexible: always able to adapt goals in the light of changing situations

- Responsibility for taking enquiries through to deal. This means a candidate with excellent presentation skills, pulling together persuasive client solutions.
- Invest in relationships and demonstrate a passion for great service and delivery

MEASURES OF SUCCESS AND KEY STAKEHOLDERS

Your success will be judged on reaching quarterly targets related to the number of deals closed and revenue generated as a result of those deals.

Key stakeholders: This role combines both internal and client facing opportunities, a large proportion of time will be spent interacting with property agents, landlords and suppliers. You will be part of the Commercial team and report into the Commercial Director while also working closely with the Business Development and Client Services teams.

WORKING AT THE INSTANT GROUP

A business is only as good as its people

Our team of experts combine their market knowledge with a real ability to listen to and work closely with our clients, establishing long-term partnerships and developing innovative solutions. All our people live and breathe our company values and our vision to support clients to grow and succeed.

It's not all noses to the grind-stone though; The Instant Group is a fun, dynamic and entrepreneurial place to work, where colleagues support one another and where the next social event is always just round the corner. We have achieved recognition as a great place to work, featuring in the Sunday Times Top 100 Best Companies to Work for four consecutive years and gaining three and two-star accreditation in the Best Companies award – among other accolades.

Established in 1999 The Instant Group has grown 23% every year for the past 4 years, has key offices in London, Berlin, New York, Dallas and Sydney and has big plans for the future. To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience, a client-centric mind-set and a sense of fun.

Many of our people have been at The Instant Group for a number of years and have made fast progress through the ranks. If you are looking for an exciting challenge in a company that is going places, we'd love to hear from you.

The details

We pay market salaries and the right person will be offered a package according to their experience.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

For more information please contact Kelly Doyle on:
Kelly.doyle@theinstantgroup.com
T: +44 (0) 20 7993 0997
www.theinstantgroup.com
www.instantoffices.com