

**ESTATE SERVICES COORDINATOR (FULL TIME)  
BASED IN CANNOCK**

Northern Trust Company Ltd is a family-owned private company, established in 1962, with a successful track record in property investment, development and strategic land promotion. Northern Trust has a retained portfolio covering circa 9 million sq ft, in more than 200 industrial, trade and office park's locations. The portfolio contains over 4,000 individual units, the vast majority of which are let to SMEs; and supports over 25,000 jobs. Northern Trust can provide flexible solutions to SMEs and the wider business community, providing an opportunity to expand and relocate within an extensive portfolio.

Northern Trust Company Limited require a full time Estates Services Coordinator to be based at their Cannock office to cover the Midlands portfolio, encompassing assets primarily located in the West Midlands, Worcestershire, Cambridgeshire, Northamptonshire, Staffordshire, Leicestershire, Nottinghamshire, and Derbyshire. The Midlands portfolio currently extends to over 1.3 million sq ft spread over 32 estates comprising of 857 units.

Reporting to the Regional Property Manager, the candidate will be responsible for assisting with maintenance and building management duties with a particular emphasis on planned and reactive maintenance, health and safety and assisting with the contract administration for designated assets.

The ideal candidate will have an interest in building construction and identification of defects, be confident in dealing with and building relationships with external contractors and tenants. You will be responsible for supporting the management and supervision of maintenance across our estates and buildings; assisting with monitoring external contractor works and performance; arranging, overseeing and delivering on all reactive and planned maintenance works / projects; assist with monitoring costs and service contracts; completion of regular property / health & safety inspections; taking meter readings on a monthly basis for sub-metered and vacant properties; assist with ensuring compliance with all current legislation and health and safety requirements as well as any general administrative duties associated with the role. There are elements of this role that require working outdoors in all weather conditions, year-round, as the position is not solely office based.

Whilst a knowledge of commercial industrial property, health and safety and managing works/contractors would be advantageous, it is not essential, as we seek an individual with the right personal skills to add value to this role and are also open to applications from candidates who may be looking for a career change. It is essential the individual is an

excellent communicator who can deal with occupiers and contractors in a courteous, professional manner, is IT literate and can work as part of a team along with a 'can-do' attitude.

Salary: **£25,000 to £30,000**, dependant on experience.

As travel across the Midlands is an essential part of the role a full driving licence is required, and a company car will be provided.

Please apply via email to [recruitment@northerntrust.co.uk](mailto:recruitment@northerntrust.co.uk) including your current CV and covering letter.

Closing date:

**COP Wednesday 30<sup>th</sup> April 2025**