

Jo Coxon

MRICS

Facilities Manager, Commercial

Investment and Property Management

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With over 20 years experience in property management, Jo's enthusiasm and knowledge of her clients portfolios are a real asset to her team.

Jo's approachable manner and ability to build relationships ensure her clients receive a dedicated and diligent service. Her organised approach and can-do attitude make her stand out from the crowd.

Jo relishes the variety the role brings, with every day being a little different. Whether that is dealing with property inspections, client and tenant liaison, engaging with contractors, service charges or health and safety. Variety certainly is the spice of life!

Her expertise in the property management and accounts database has ensured she is the go to person for all new starters training on the system along with the creation and update of the user manual for the Investment and Property Management team.

As well as supporting one of the Cambridge College's for over 20 years' including the major refurbishment of Terrington House in Cambridge, other recent projects include assisting with the reconciliation of service charges for a major corporate client and continuing to facilitate the process.

Key relevant project experience

Redevelopment

Involvement in major refurbishment of 22,000 sq ft multi-occupied building in Cambridge. Liaising with the project team, undertaking periodic inspections, producing a service charge budget and appointing contractors.

Propman Property Management and Accounts Database

Creating and regularly updating Propman user manual for the team and providing ongoing training and support. Involvement in planning, developing, deployment and training on the purchase invoice register system.