

Building Manager

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📍 City of London, London

£ £60,000 - £65,000/annum



Apply Now

Hexagon Group are delighted to be working with a leading real estate company to support the recruitment of an experienced **Building Manager** to oversee several commercial properties on an iconic estate in Central London. As **Building Manager**, you will be responsible for resolving day-to-day **building** issues, developing strong working relationships with tenants and clients, and producing and managing service charge budgets. You will also be supported by an Assistant **Building Manager** who will report directly to you.

The salary for this role is £60,000-£65,000, depending on experience, plus a generous benefits package.

The successful candidate will be responsible for delivering exceptional levels of customer service to tenants, while fostering a strong sense of community within the **building**. You will lead on tenant engagement initiatives, working closely with external partners to organise pop-up events and other activities. The role will also involve ensuring health and safety procedures are adhered to and that all statutory compliance requirements are kept up to date.

In addition, you will be responsible for the production and management of the service charge budget, overseeing on-site service partners across both hard and soft services, and managing any fit-out projects while maintaining close liaison with external contractors. You will also play a key role in rolling out ESG initiatives across the property, working alongside specialist consultants to support delivery.

Ideally, you will have experience managing multi-tenanted commercial properties, along with a strong understanding of health and safety and statutory compliance. Holding an IOSH or NEBOSH qualification would be advantageous. Experience in setting and managing service charge budgets is also essential.

You will be highly personable, have exceptional customer service attributes, and have experience creating a community feeling within multi-tenanted, commercial properties.

Our client is keen to move on this vacancy fast and will be looking to interview suitable candidates ASAP.

Curriculum Vitae

Jaroslav Rosocha

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PROFESSIONAL PROFILE

A highly accomplished **Building Manager** with extensive experience overseeing high-profile commercial assets and multi-tenanted estates in Central London.

Proven track record in managing integrated "hard" and "soft" FM services for blue-chip clients including Bupa, Schroders, and Gerald Eve.

Expert in fostering vibrant tenant communities through proactive engagement and event coordination.

Adept at managing complex service charge budgets, ensuring statutory compliance, and driving ESG initiatives.

A strategic leader, currently pursuing a Business Management degree, with the technical discipline of an SMSTS/IOSH certified professional and a "can-do" attitude toward operational excellence.

CORE COMPETENCIES

- **Estate & Asset Management:** Experienced in managing multi-tenanted commercial properties and iconic corporate hubs.
- **Financial Management:** Proficient in producing, monitoring, and reconciling **Service Charge Budgets**.
- **Tenant Engagement:** Skilled in building "community" through pop-up events, VIP hospitality, and high-touch customer service.
- **Compliance & Safety:** Expert knowledge of **Health & Safety (IOSH/SMSTS)**, statutory compliance, and RAMS oversight.
- **Project Management:** Capable of overseeing tenant fit-outs and refurbishments while maintaining live building operations.
- **Sustainability (ESG):** Experienced in collaborating with consultants to roll out energy-saving and environmental initiatives.

PROFESSIONAL EXPERIENCE

Self-Employed Site Manager | Various Central London Projects *October 2022 – Present*

- Lead multi-disciplinary teams (up to 15 personnel) on high-spec commercial refurbishments and fit-outs.
- Act as the primary lead for on-site Health & Safety, ensuring 100% compliance with statutory regulations.
- Manage complex stakeholder relationships, coordinating between landlords, tenants, and external contractors to minimize operational disruption.

Building Manager / Site Manager | SmartSec Solutions Ltd *April 2018 – October 2022*

- **Portfolio Management:** Managed high-end commercial properties for prestigious agents including **Helix, Gerald Eve, and Montague Evans**.
- **Operations & Budgeting:** Oversaw the daily delivery of hard and soft services. Assisted in

the monitoring of costs and negotiation of service provider contracts to ensure value for money.

- **Tenant Relations:** Served as the face of the building for high-profile tenants (Marex Pro Trader, JM Finn, Fairstone), resolving day-to-day issues and maintaining 5-star service standards.
- **Compliance:** Managed fire prevention systems, security protocols, and emergency procedure planning. Conducted routine inspections and produced detailed condition reports for landlords.
- **Leadership:** Trained and supervised on-site maintenance, security, and cleaning teams to ensure brand alignment across the estate.

Front of House & Facilities Lead | OCS Healthcare (Bupa Contract) April 2008 – December 2017

- Managed the first point of contact for a private healthcare headquarters in London.
- Coordinated with Group Property Management to oversee access control systems across multiple UK offices.
- Proactively identified facility faults and managed the helpdesk to ensure rapid resolution of M&E issues.

EDUCATION & PROFESSIONAL DEVELOPMENT

- **BA (Hons) Business Management (In Progress):** University of Wales Trinity Saint David.
- **Master's Degree in Chemistry:** Akademia Podlaska w Siedlcach, Poland.
- **Environmental Technician Diploma:** Technical School of Protection of the Environment.

TECHNICAL QUALIFICATIONS

- **SMSTS** (Site Management Safety Training Scheme)
- **IOSH** (Managing Safely)
- **NVQ3** (Gold Card CSCS Training in progress)
- **SIA** Front Line Licence
- **NVQ Level 2** in Customer Service
- **Microsoft Certified System Engineer** (Course completed)

COVER LETTER

Jaroslav Rosocha

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26/03/2026

Hexagon Group Recruitment Team (Re: *Building Manager – Iconic Central London Estate*)

Dear Hiring Team,

I am writing to express my enthusiastic interest in the **Building Manager** position for the iconic Central London estate, as advertised through Hexagon Group. Having spent over a decade managing high-standard corporate environments and complex site operations for clients such as **Bupa, Helix, and Gerald Eve**, I am confident in my ability to deliver the exceptional service and rigorous operational management this role demands.

My experience aligns perfectly with your requirement for a manager who can balance technical compliance with a "community-first" approach.

In my previous role as Building Manager at SmartSec Solutions/Gerald Eve, I was responsible for the seamless integration of hard and soft services across multi-tenanted properties.

I pride myself on being a highly personable leader who understands that a building is not just an asset, but a community. I have successfully organized events and initiatives that foster tenant engagement while ensuring that the "behind-the-scenes" operations—from HVAC maintenance to security—run flawlessly.

Regarding the specific requirements of this role:

- **Financial Stewardship:** I have a solid understanding of service charge budgets and the necessity of transparency and efficiency in managing landlord and tenant funds. My current studies in Business Management further enhance my ability to analyze costs and deliver value.
- **Leadership:** I am eager to step into a role where I can mentor an Assistant Building Manager. I have a proven history of training and evaluating on-site teams to maintain elite service standards.
- **ESG & Compliance:** Holding IOSH and SMSTS certifications, I view statutory compliance as a baseline. I am also keen to lead on ESG initiatives, having worked closely with FM teams to implement sustainable building practices.
- **Fit-out Oversight:** My recent experience as a Site Manager gives me a distinct advantage in overseeing tenant fit-outs, as I can speak the language of contractors while protecting the interests of the landlord.

I am a proactive professional with a "can-do" attitude, ready to hit the ground running on an iconic estate.

I look forward to the possibility of discussing how my background in Central London property management can contribute to your client's success.

Sincerely,
Jaroslav Rosocha