

Commercial Agency

Graduate / Junior Commercial Property Agent

Role location:

Milton Keynes / Luton / St Albans

Date posted:

October 2025

Reporting to:

Head of Office & Head of Agency

About the role:

At Kirkby Diamond, we're passionate about nurturing early career talent and providing every member of our team with the knowledge and opportunities to thrive. We're currently looking for a Graduate or Junior Commercial Agent to join our friendly and experienced team.

As a self-motivated and enthusiastic individual, the role will enable you to play a key part in our dynamic agency team, helping us develop our business and deliver excellent service to a wide range of clients.

Main purpose of the position:

- › Supporting the delivery of agency services across the region, acting as a Graduate Surveyor or Junior Commercial Agent within our Milton Keynes, Luton, or St Albans office.
- › Promoting the Kirkby Diamond brand and services to a broad audience, while developing your professional profile in the industry.
- › Actively marketing and publicising properties that Kirkby Diamond is instructed on.
- › Collaborating with other departments within the organisation to identify and promote cross-selling opportunities.

Qualifications and experience

1. Ideally RICS qualified but not essential.
2. Experience in commercial property agency transactions.
3. University-level degree, ideally property related.
4. A Levels & GCSEs or equivalent.

Specific responsibilities and activities

1. Represent KD as a Graduate or Junior Commercial Property Agent and always promote its best interests.
2. Take instructions and guidance from the Head of Agency as appropriate.
3. Assist with the development and maintenance of a strong client base, specifically in Commercial Agency matters, but also generally.
4. Comply with the RICS Membership Regulations (if qualified) in so far as they may apply to you in your capacity as Commercial Property Agent, working within a practice of chartered surveyors.
5. Carry out inspections of properties for marketing purposes.
6. Assist in creating marketing reports for clients in the required format and within agreed timescales.
7. Carry out viewings in a professional manner.
8. On the direction of your line manager, update landlords/vendors and clients in a timely fashion.
9. Assist in negotiating the best deal for the client.
10. Liaise with all parties when terms are agreed to ensure the transaction progresses satisfactorily.
11. Understand and work with web-based IT systems and keep up to date with technological innovations.
12. Remain flexible, adaptable and customer focused, with a 'can do attitude'.
13. Meet the requirements of our Quality Assurance system.
14. Ensure that our database of comparable evidence and property requirements is kept up to date.
15. Assist in undertaking other professional work for which you have suitable experience, if required. For a graduate there will be rotation through the various departments as required by the RICS.
16. At all times to comply with the requirements of the Estate Agents Act 1979 and any subsequent amendments of the Statutory Code of Practice.

What's in it for you?

1. Competitive salary dependent on experience.
2. Discretionary commission.
3. 25 days holiday per year.
4. Travel and out of pocket business expenses.
5. Westfield Health scheme.

About Kirkby Diamond

We're a leading team of property consultants and chartered surveyors with offices in Milton Keynes, Bedford, Luton, Enfield and St Albans, and we're proud to be part of the regions we help shape. We bring specialist insight to every stage of a property's lifecycle through our range of services.

Our purpose is to make property more human, but it's our people who make Kirkby Diamond different. They're the ones who find clarity where others see complexity, they're the changemakers who bring character to every space we shape. At the root of what we do as a business however, we empower our people. Here at KD, ambition is supported, ideas are heard, and individuality isn't just accepted – it's valued. We invite those who share these values to apply to join our team.

Discover some of our **recent news & insights** or visit **our LinkedIn page**.

Application process

To apply, please send your CV with a covering note to: **recruitment@kirkbydiamond.co.uk**.



Multi award-winning property consultants and chartered surveyors:

Sales, Lettings & Acquisitions | Land, Planning & Development | Building Consultancy | Valuation | Lease Advisory & Asset Management | Property Management | Drone Photography & Video

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St Albans 01727 575 445

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