

PART 1: JOB PROFILE

JOB TITLE: TRAINEE BUILDING SURVEYOR
SECTION/DEPT: SURVEYING
REPORTS TO: MANAGING DIRECTOR

MAIN PURPOSE OF JOB

- To deliver a high-quality service to private clients with Homebuyer and Building surveys on a variety of domestic properties.
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POSITION IN ORGANISATION

- Reports to Managing Director
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SCOPE OF JOB

- Surveying of domestic properties in the South West London area, but not restricted too
 - Capturing property information in an app to produce a report
 - Proofing reports in Microsoft Word using track changes and comments
 - Customer Service Management with email or telephone communication
 - Performance/Time Management is essential
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QUALIFICATIONS

- ARICS/MRICS is essential beneficial.
 - Professional qualification beneficial.
 - Relevant technical qualification, such as City & Guilds and/or HNC/HND desirable.
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EXPERIENCE

- Good working knowledge of IT, particularly Microsoft Word.
 - Good communication skills either via email or telephone.
 - Full driving licence and access to a vehicle for work purposes.
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PERSONAL COMPETENCIES

- **Individual Contribution** – Self-motivation with the ability to use own initiative and enthusiastically take on any new work.
- **Excellent Performance** – Willing and having a ‘can-do’ approach to work; understanding of need for quality of service; methodical and accurate approach to work.
- **Efficiency** – Minimising waste; providing value for money; seeking out ways to improve effectiveness; ability to work as part of a team and alone.
- **Diversity and Equality** – An ethical approach; meeting the needs of customers.

Remuneration

£20,000 PA until ARICS achieved

£50,000 PA once ARICS achieved

£75,000 PA once MRICS achieved

Training provided.

- Entry into Nest pension
- 20 days holiday PA