

BUILDING SURVEYOR

BIRMINGHAM

Our Birmingham team is a dynamic bunch making the most of working in one of the biggest cities in the UK. With director Darron at the helm, the team is constantly working on numerous projects and developments across our vast line of services. However, as busy as it may seem, the guys in Birmingham are always ready to take on new challenges, as well as new members to the team.

Major Job Function:

We are looking for someone who can assist the directors to grow and develop Trident Building Consultancy, in lead generation as well as mentoring junior staff.

In addition to the contractual duties, the successful candidate should be responsible for:

Professional Duties

- Fulfilling the role of contract administrator/project manager/project monitor/employers agent and overall lead client contact in connection with the procurement of new build, repair, alteration or refurbishment projects.
- Undertaking professional work and producing reports and schedules following initial survey.
- Taking responsibility for billing of projects and ensuring invoices are submitted in a timely fashion, as well as assisting the financial team by ensuring payments of aged debts.
- Making comprehensive usage of all available resources within Trident to fulfil clients' requirements with maximum efficiency and to the highest quality.
- Assisting directors in the creation of fee quotations and ensuring full terms and conditions of engagement are sent.
- Managing clients' expectations and ensuring that they are regularly and fully informed of the status of instructions.
- Demonstrating a comprehensive knowledge of all legislation affecting the procurement of works and the maintenance and use of property.

Continuing Professional Development

- Meeting the minimum RICS requirements for CPD, and maintaining updated records of training hours completed.
- Preparing and presenting "in-house" CPD training seminars for the benefit of all Trident staff.
- Fulfilling the role of Supervisor or Counsellor to graduate- and junior-level surveying staff, as requested by the Directors.
- Seeking training opportunities relevant to legal changes, new standards and new developments in the industry, in order to maximise Trident's efforts in winning new business.
- Retaining detailed knowledge and appreciation of current and future technical innovation and legislation in order to provide clients with advice accordingly.
- Ensuring that training opportunities are maximised for junior surveyors on commissions.
- Knowing the RICS Code of Conduct for professional members of the Institution and to maintain the designation of Chartered Building Surveyor for the term of their employment.

BUILDING SURVEYOR

BIRMINGHAM

Administrative Duties

- Managing job-specific files on our database.
- Knowing the requirements of the Trident Quality Assurance Manual and complying with all QA procedures.
- Updating Work in Progress (WIP) forms regularly and submitting completed WIP forms each month.
- Preparing and submitting expense claims by the first Wednesday of every month.
- Undergoing, understanding and complying with the company's Health & Safety policy and adhering to the requirements of the Safe Surveying Guide.
- Knowing and recognising the aims of the company and assisting in the accomplishment of the mission statement.

Business Development

- Being aware of all services offered by Trident and to market these services to existing and prospective clients, seeking opportunities for "cross-selling" of services wherever possible.
- Assisting in developing new client contacts and generating leads into new business.
- Being aware of industry news and developments and exploring future business opportunities for Trident.
- Presenting ideas for potential new business opportunities to directors when possible and assisting in the creation of business plan documents to strengthening these opportunities.
- Exceeding client expectations and building and maintaining a good reputation and relationship with existing clients both personally and as a representative of Trident.

To Apply

- Please send your CV to recruitment@tridentbc.com
-



Birmingham Cavendish House, 39-41 Waterloo Street, Birmingham B2 5PP | T: 0121 222 6888
London City | Bristol | Cambridge | Edinburgh | Glasgow | Leeds | Liverpool | London West End | Manchester

Trident Building Surveying and Project Management
Dublin

Regulated by RICS



Trident Building Consultancy Ltd Registered office Carlton House, 101 New London Road, Chelmsford CM2 0PP Registered No.361946.

A list of Directors' names is available for inspection at 8 Angel Court, London EC2R 7HP, the firm's Head Office.

www.tridentbc.com