

# ASSOCIATE DIRECTOR

## 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 capable to take a lead role in instructions and assisting surveyors and graduates, whilst ensuring clients are provided with a high-quality building surveying service. As well as this, they should want to actively undertake research and further training to contribute to the development of technical staff and promote Trident with a view of creating and maintaining good client relationships.

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

### Professional Duties

- Fulfilling the service role and overall lead client contact in connection with the projects.
- Developing and delivering the public sector offer, through a solid understanding and experience of the environment.
- Undertaking professional work and producing reports and schedules following initial survey.
- Ensuring that projects and invoices are billed on time, as well as assisting the financial team in the payment of aged debts.
- Making full use of all resources within Trident to fulfil clients' requirements with maximum efficiency and 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.
- Showing knowledge of legislation affecting the procurement of works and the maintenance and use of property.
- To assist in the development and use of information technology, including mobile based technology.
- To act as an operational lead for PropTech.

### General Duties:

- Keeping Work In Progress (WIP) forms up to date.
- Taking responsibility for fee billing on instructions and ensuring invoices and aged debts are submitted in a timely manner.
- Managing job files and undertaking administrative tasks required by the company.
- Complying with all procedures and requirements detailed in the Trident Quality Assurance Manual.
- Understanding and complying with the company's Health and Safety policies.
- Adhering to the Safe Surveying Guide.
- Maintaining a high profile within the company and actively support the aims of the company.
- Knowing and recognising the aims of the company and assisting in the accomplishment of the mission statement.
- Undertaking any reasonable administrative or professional task required by the company.

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## Continuing Professional Development

- Meeting the minimum RICS requirements for CPD and maintaining an updated record completed.
- Preparing and presenting CPD training seminars for the company's staff.
- Fulfilling the role of Supervisor or Counsellor to assistant surveyors.
- Seeking opportunities relevant to new developments in the sector to maximise the company's ability to keep ahead of the competition in winning new business.
- Showing you are capable to deal with the pressure of responsibility.
- Demonstrating your ability to learn from the experience of others.

## Business Development

- Marketing services offered by Trident to existing and prospective clients, and seeking opportunities for "cross-selling" of services where possible.
- Managing client's expectations and ensuring that they are regularly and fully informed.
- Assisting in developing new client contacts and leads into new business for the company.
- Keeping informed within the industry and exploring the same for future business opportunities for Trident.
- Presenting the Directors with ideas for potential new business opportunities and assisting in the production of business plan documents to progress 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.
- Establishing and maintaining a profile within the wider business community.

## To Apply

- Please send your CV to [recruitment@tridentbc.com](mailto:recruitment@tridentbc.com)



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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](http://www.tridentbc.com)