

# ASSISTANT BUILDING SURVEYOR

## BIRMINGHAM

Our Birmingham team are 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 are 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.

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### Major Job Function:

We are searching for someone who will assist our directors and chartered surveyors with projects and other works, to help Trident Building Consultancy achieve its objectives and fulfil the mission statement. The role requires you to undertake and successfully complete the Assessment of Professional Competence, as administered by the RICS.

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

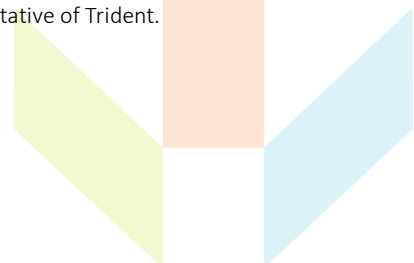
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### Professional Duties

- Assisting directors and chartered surveyors to fulfil 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.
- Assisting professional work including building inspections and producing reports and schedules following initial survey.
- Demonstrating knowledge and appreciation of all legislation affecting the procurement of works and the maintenance and use of property.
- Making comprehensive usage of all available resources within Trident to fulfil clients' requirements with maximum efficiency and to the highest quality.
- Recognising the aims of the company and assisting in the accomplishment of the mission statement.

### Business Development

- To be fully aware of all services offered by Trident and be able to describe these to existing and prospective clients.
- Managing client expectations at all times and ensuring that they are regularly and fully informed as to the status of their instructions.
- Assisting in developing new client contacts and generating leads into new business.
- Being aware of industry news, changes to legislation and standards and other developments.
- Exceeding client expectations and building and maintaining a good reputation and relationship with existing clients both personally and as a representative of Trident.



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### Professional Development

- Meeting the minimum RICS requirements for CPD and maintaining updated records of training hours completed.
- Fulfilling all requirements of the APC, as administered by the RICS, and meeting regularly with both the supervisor and counsellor to discuss progress being made, and taking action where improvement is required.
- Preparing and presenting “in-house” CPD training seminars for the benefit of all Trident staff.
- Demonstrate a competency to use AutoCAD to assist with surveys and projects.

### Administrative Duties

- Managing job-specific files on our database.
- Knowing the requirements of the Trident Quality Assurance Manual and complying with all QA procedures.
- To attend monthly staff meetings and other non client meetings as and when required by the Directors.
- To be aware and recognise the aims of the Directors and the company and assist in the attainment of the mission statement.
- To undertake any reasonable administrative or professional task required by the company.
- Undergoing, understanding and complying with the company’s Health & Safety policy and adhering to the requirements of the Safe Surveying Guide whilst on site.

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### To Apply

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



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

Trident Building Surveying and Project Management  
Dublin

Regulated by RICS