

# PRINCIPAL 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're looking for someone who will be able to provide clients with an effective and responsive service, actively contributing to the technical development and commercial profit of Trident Building Consultancy.

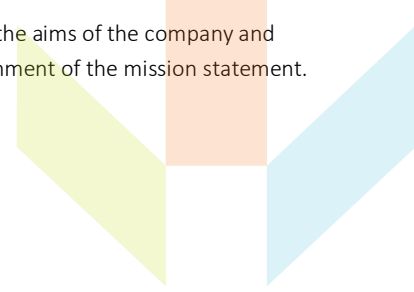
*In addition to the contractual duties, the successful candidate should be responsible for:*

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#### Administrative Duties

- Keeping Work In Progress (WIP) forms up to date and submitting them on a monthly basis.
- Taking responsibility for fee billing on projects and ensuring invoices and aged debts are submitted in a timely manner.
- Submitting expenses by the first Wednesday of every month.
- Attending meetings as and when required.
- Managing files and undertaking administrative tasks required by the company.
- Complying with all procedures and requirements detailed in the Trident Quality Assurance Manual
- Undergoing, understanding and complying with the company's Health and Safety policies.
- Adhering to the Safe Surveying Guide whilst on site.
- Demonstrating corporate responsibility and leadership.
- Recognising the aims of the company and assisting to attain the mission statement.
- Supporting and representing the aims of the company.

#### Professional Duties:

- Managing job-specific files on our database, enabling others to find/refer to them in your absence.
  - 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 whilst on site.
  - Knowing and recognising the aims of the company and assisting in the accomplishment of the mission statement.
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- A decorative graphic in the bottom right corner consisting of three overlapping geometric shapes: a green triangle pointing down, an orange square, and a blue triangle pointing up.

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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.

### 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 in the surveying and property field and exploring the same for future business opportunities for Trident.
- Presenting the Directors with ideas for potential new business opportunities as and when possible 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.

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### To Apply

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



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Bristol | Cambridge | Edinburgh | Glasgow | Leeds | Liverpool | London City | London West End | Manchester

Trident Building Surveying and Project Management  
Dublin

Regulated by RICS