

BUILDING SURVEYOR LEEDS

Trident's biggest team outside of London, our Leeds office is a solid mix of what Trident has to offer. Executive director Keith manages both our building surveying team and some of our central staff, including the marketing team. Spanning all of Yorkshire, the team are always busy working on instructions with both new and established contacts, making the city and the surrounding areas better for everyone.

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:

Professional Duties:

- Fulfilling the role of contract administrator/project manager/project monitor/employer's agent and overall lead client contact in connection with the procurement of new build, repair, alteration or refurbishment projects.
- Undertaking any type of 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. Assisting the financial team.
- 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 with the status of their project.
- Demonstrating a comprehensive knowledge of all legislation affecting the procurement of works and the maintenance and use of property.

Administrative 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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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 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 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.

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 a CV and covering letter to recruitment@tridentbc.com



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Trident Building Surveying and Project Management
Dublin

Regulated by RICS