



JOB ADVERT - Details

Company:	ELLIS, SLOANE & CO
Role title:	Building Surveyor
Internal Reference Number:	N/A
Closing date:	On- Going
Salary:	£Neg + bens
Working Hours:	40 hours per week
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Salisbury, Wiltshire
Contact details for applications:	MARCO ARNALDI with CVs sent to: marco.arnaldi@crabtreeproperty.co.uk
Role description:	<p>We are a firm of chartered surveyors, project managers and risk assessors based in Salisbury, Wiltshire.</p> <p>We specialise in the Section 20 Landlord and Tenant Act 1985 and consult and manage repair, renovation and maintenance projects covering residential and mixed commercial premises.</p> <p>In 2016, we became part of the Fexco Property Services group, which includes established UK brands providing apartment building and private estate management and related services.</p> <p>Being an employee of ESC means being an employee of one of the fastest growing property services groups in the UK with opportunities for personal and professional growth across our teams.</p>

	<p>Our staff are trained in all aspects of their job role, based on both good practice and current legislation. We actively promote and assist our teams in further training, apprenticeships, qualifications and have a strong ethos of promotion from within.</p> <p>We provide competitive salaries, a competitive benefits package and a supportive, friendly working environment for our staff.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> •Contract Administration. •Site inspections and preparation of Maintenance Surveys/Condition Reports and Schedules of Works •Reinstatement cost assessments / Insurance Valuations •Administration of Health & Safety legislation •Administering CDM 2015 regulations •Preparing single defect reports •Preparation of contract documents for successful contractor. •Check contract documents, insurance details and references. •Liaisons during works supervision. •Monitoring of works on site/site visits at various times. •Party Wall •Any other tasks that may reasonably be required. <p>Key Requirements</p> <p>Competence / Requirement Essential Desirable</p> <p>Qualifications MRICS</p> <p>Good level of Maths and English.</p> <p>At least 3 years post qualification experience with a good understanding of the Section 20 process and JCT contracts.</p> <p>Experience or Knowledge Experience in building condition reports / schedules of works and Reinstatement Cost Assessing for insurance purposes.</p> <p>Dealing with contractors when site work is in operation.</p>
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	<p>Special Aptitudes</p> <p>Ability to work under pressure.</p> <p>Attention to detail.</p> <p>Ability to work on own initiative.</p> <p>Organisation and Prioritisation.</p> <p>Communication.</p> <p>Numerate.</p> <p>Computer literate.</p> <p>Client and Customer Focus.</p> <p>Influencing and negotiation skills.</p> <p>Team player.</p> <p>Efficient telephone manner.</p> <p>A commitment towards further study, continuous training and personal development.</p> <p>Car driver with own vehicle.</p> <p>Working alone on-site.</p> <p>Attend evening meetings from time to time.</p> <p>Overnight stays from time to time.</p> <p>Benefits</p> <ul style="list-style-type: none">• Annual Leave Entitlement: 25 days.• Bonus day off for your Birthday.• Bonus day off between Christmas and New Year.• Health Cash Plan with Bupa.• Employee Assistance Programme.• Travel season ticket loan or car parking season ticket loan.• Employee discount with Wider Wallet.• Training & development opportunities.
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Company website (optional):	www.ellissloane.co.uk