

## PART 1: JOB PROFILE

**JOB TITLE:** BUILDING SURVEYOR  
**SECTION/DEPT:** SURVEYING  
**REPORTS TO:** MANAGING DIRECTOR

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### MAIN PURPOSE OF JOB

- To deliver a high-quality service to private clients with Homebuyer and Building surveys on a variety of domestic properties.
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### POSITION IN ORGANISATION

- Reports to Managing Director
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### SCOPE OF JOB

- Surveying of domestic properties in the South West London area, but not restricted too
  - Capturing property information in an app to produce a report
  - Proofing reports in Microsoft Word using track changes and comments
  - Customer Service Management with email or telephone communication
  - Performance/Time Management is essential
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### QUALIFICATIONS

- ARICS/MRICS is essential.
  - Professional qualification is essential.
  - Relevant technical qualification, such as City & Guilds and/or HNC/HND desirable.
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### EXPERIENCE

- 5 years experience in a related field.
  - Good working knowledge of IT, particularly Microsoft Word.
  - Good communication skills either via email or telephone.
  - Full driving licence and access to a vehicle for work purposes.
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### PERSONAL COMPETENCIES

- **Individual Contribution** – Self-motivation with the ability to use own initiative and enthusiastically take on any new work.
- **Excellent Performance** – Willing and having a ‘can-do’ approach to work; understanding of need for quality of service; methodical and accurate approach to work.
- **Efficiency** – Minimising waste; providing value for money; seeking out ways to improve effectiveness; ability to work as part of a team and alone.
- **Diversity and Equality** – An ethical approach; meeting the needs of customers.

## **Remuneration**

- £50,000 PA
- Use of a company car
- Entry into Nest pension
- 20 days holiday PA