

## **Job description – Building Surveyor – Roger Hannah & Co.**

The purpose of the role is to assist in the successful implementation and delivery of professional and contract building surveying within the Building Surveying Team through the completion of a range of typical building surveying instructions.

Roger Hannah & Co are looking for an experienced Graduate / Newly Chartered Building Surveyor to join our Manchester office to undertake professional and project work for our diverse range of clients; small private investment companies/individuals, institutions and corporate clients.

Practice areas that are expected of the candidate include building surveys, schedules of condition, dilapidations, contract administration, refurbishment works and maintenance (PPM), development monitoring on behalf of Funders, party wall advice / works and CAD for planning and building regulations applications.

### **Key Responsibilities**

- Take responsibility for the management of client and project teams to deliver building surveying services profitably and on time;
- Deliver projects from inception to completion with the minimum of supervision to meet the project objectives in accordance with company policies;
- Projects to include but are not restricted to:-
  - Building surveys and schedules of condition for Investment or occupational purposes;
  - Contract Administration;
  - Preparation of specifications and schedules of work;
  - Drafting of Standard Contract forms;
  - Collating project documentation;
  - Defect analysis;
  - Preparation of Schedule of Dilapidations and negotiating on behalf of Landlord & Tenant;
  - Works in conjunction with the Party Wall etc. Act;
  - Development and Project Monitoring role for investors, occupiers and institutions;
  - Preparation of CAD plans/elevations/sections and details;
- Comply with Roger Hannah & Co policies and management system;
- Work in compliance with Quality Management Procedures;
- To positively contribute to the department's business plan and to assist in achieving its objectives;

### **Desired Skills and Experience**

- Experienced graduate or perhaps newly MRICS qualified with commercial building surveying experience;
- Good appreciation of professional and project based building surveying matters;
- Good communication and interpersonal skills;
- Able to work as part of a team, supporting colleagues;
- Present a professional knowledgeable persona and possess business acumen;
- Build, develop and maintain existing business and client relationships;
- Organise and prioritise tasks so that they are completed within an agreed time frame;
- Provide concise and clear written communication;
- Understand the basics of the local and wider property market and Roger Hannah & Co services;
- Able to contribute to business development activities;

- Understand and apply all Roger Hannah & Co procedures relating to work activities;
- Able to plan and manage own workload;
- Computer literate including Word, Excel and ideally MS Project;
- Clean driving licence;
- Ability to prioritise and co-ordinate tasks efficiently ensuring all deadlines are met;
- Accurate and excellent attention to detail;
- Pro-active and enjoys working autonomously and as part of a wider team;
- Confident and assertive where required;
- Sociable and outgoing;
- Flexible approach to work;
- Understands and appreciates the importance of using discretion;
- Team player who deals effectively with colleagues and clients;

## **Company Profile**

- With excellent regional and national knowledge, industry contacts and a highly qualified and professional team Roger Hannah & Co has grown to be a successful and dynamic firm of Chartered Surveyors and Property Managers.
- Established in 1979, Roger Hannah & Co has grown to become one of the top 50 nationwide property consultants in the UK.
- We provide advice on a range of property matters that will help you make the most of your property interest and investment.
- We believe our success and reputation are due to a strong commitment to hard work, attention to detail, quality and a personal service.
- With an established Manchester City Centre office we service the Greater Manchester and the wider North West area. From this strong base we work nationwide and provide clients with knowledge and expertise.

## **• Remuneration / Benefits Package**

Competitive salary to be based upon experience;

Contributory Pension Scheme;

Free city centre car parking;

Professional fees paid;

Mileage allowance;

Training programme and/or CPD support;