

Munday + Cramer vacancy brief**Building Surveyor****South Woodham Ferrers, Chelmsford****£21,000 - £25,000 per annum**

Munday + Cramer are seeking an experienced, enthusiastic and ambitious graduate Building Surveyor to provide property management services, predominantly to our public sector clients, at the highest possible standard. A sound understanding of all elements of building surveying practices, together with a professional approach, highly developed team skills, first class communication skills and the ability to prioritise and manage large workloads, will be essential to the success of this role.

Munday + Cramer are an architectural and building surveying multi-disciplined practice, dedicated to delivering the highest quality services in an environment conducive to personal and company development.

The role

- To attend Client meetings, carry out site inspections and conduct site surveys, producing cogent summary written reports
- To organise and carry out site visits, supporting junior staff where required
- To initiate, organise, manage and oversee, multiple responsive and planned repairs, supporting junior staff where required
- Supervise and be responsible for detailed repair records and reporting to work in progress meetings
- To support the contractor selection and tender process by negotiating requirements, terms and budget, and making recommendations as appropriate
- To ensure the quality of contractors service delivery, on time, within budget
- Organise and manage a portfolio of small projects unaided in accordance with Client brief, including detailed specification, assembly of tender panels, collection and analysis of received tenders
- Manage minor works and small projects on site to completion
- Shadow and support Senior Surveyors on large/complex projects, gaining experience of planning, programming, cost estimation, preparation of estimates and detailed specifications/contracts
- Organise and manage multiple larger projects, including on-site works under the sign off of Senior Surveyors
- To prepare and produce a variety of reports, specifications, orders, variations, time sheets and other associated supporting documentation
- To ensure compliance with current legislation, Health and Safety, Building Regulations etc.
- To support Senior Surveyors and building surveying team as required
- To liaise with Clients, contractors and internal department teams
- To be responsible for first class standard of service at all times
- To report into the Senior Building Surveyor and work in progress meetings on a weekly basis

- 28 days annual leave including statutory bank holidays and mandatory Christmas closure
- £21,000 to £25,000 per annum subject to qualifications and experience

The person

- Will present in-depth knowledge of health and safety requirements
- Will have graduated from BSc (Hons) degree course and likely to have in the region of 3 years previous public sector experience in private practice
- Will have a full driving licence and vehicle insured for business use
- Will have the proven ability to engage with, and influence, a broad range of stakeholders at all levels, both verbally and in writing
- Will have a proven ability to implement/leverage projects in a rapidly changing environment with a strong emphasis on team working, whilst supporting junior team members
- Be able to define alternative solutions to complex issues, making recommendations based on critical timelines, Client and business impact, under the guidance of Senior Surveyors
- Will demonstrate excellent project planning, prioritisation and time management skills
- Will enjoy working to tight deadlines, being accountable for high quality and be results oriented
- Will be a true self starter, conscientious and proactive, with the ambition and tenacity to integrate in a fast-moving and successful organisation
- Will be confident, resilient and committed, with a highly developed team spirit
- Be personable and engaging with excellent spoken, written and presentation skills
- Be comfortable managing a wide range of projects, workload, internal and external stakeholders, being diplomatically assertive if required
- Be skilled in the use of Microsoft Word, Excel, Powerpoint and preferably Archicad and Projectminder
- Ideally be available to start in 6 weeks

How to apply

- Please send your CV together with details of your availability for interview and current salary to katy.munday@mundayandcramer.co.uk quoting reference number BS.grd18-22
- Selected applicants will be interviewed at our offices in South Woodham Ferrers week commencing 22 June 2009
- Second interviews will be conducted by our Senior Building Surveyors week commencing 29 June 2009
- UK residents only should apply and all applicants should reside within a 1 hour commute
- Closing date for applications 21 June 2009

For further information on Munday + Cramer please visit
www.mundayandcramer.co.uk

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 Date: 2 June 2009