

Job Title: Assistant Employer's Agent

The Role: An exciting career opportunity has arisen for an Assistant Employer's Agent to join our Brighton office team due to increased workload and to enable further growth of our Employer's Agent services.

The successful candidate will assist in carrying out the full spectrum of pre-contract and post-contract services for Local Authority and private Clients from inception to completion. Our current projects include small infill developments up to sites accommodating more than 550 homes. The majority being new-builds, regeneration and some refurbishment works.

Requirements: The successful candidate will be an individual who is dynamic, flexible, responsive and able to work to challenging timescales. Good interpersonal skills are essential as well as a basic understanding of the design and build construction process.

The ideal candidate will:-

- Have at least 1 year experience working in another consultancy company.
- Working towards the RICS APC in Building Surveying, Project Management or Quantity Surveying.
- Already successfully completed an RICS accredited degree (undergraduate or post graduate).
- Experience on Local Authority/Housing Association new build residential developments.
- Have a basic understanding of Microsoft Word, Excel, Asta Power Project, and Outlook.
- CSCS (Construction Skills Certification Scheme) card holder.

- Package:**
- Excellent salary
 - Career progression
 - Sponsorship of professional accreditation
 - Initially 25 days annual leave increasing with service
 - Pension scheme
 - Ride to Work scheme
 - Discounted gym membership
 - Buying of additional holidays
 - Social events

Our Company: We have enjoyed 49 successful years expanding steadily from our first office in a house in West Wickham working almost exclusively for the Property Services Agency as Quantity Surveyors.

We now have offices in London, Beckenham, Colchester and Brighton and offer Project Management, Employer's Agent, Building Surveying, Health and Safety services as well as Quantity Surveying and employ 160 people.

Our Clients now include blue chip companies such as Legal and General, Aviva and Close Brothers as well as universities, local authorities, NHS Trusts, and housing associations.

We have achieved our success by focusing on the twin goals of supporting our staff and looking after our Clients and any future expansion will not conflict these ideals.

We are delighted that we have been recognized as meeting the high standards of organizational excellence defined by the Investors in People (IIP). We feel that obtaining this accreditation is an important step in ensuring our employees feel they are valued and an integral part of the Company. We are committed to achieving the highest possible standards and is now looking towards the next level.

We are an Equal Opportunities Employer and all applications will be treated in the strictest confidence.

Office Location:

Potter Raper
3rd Floor, Queensbury House
106 Queens Road
Brighton
BN1 3XF

Process:

We will review your covering letter and CV, should you be successful at this stage then you will be invited in for an interview by a Director. During the interview we will explain the next steps and give you an opportunity to ask us any questions you may have.

Reference Number:

AEA/FT/BRI/19

To Apply:

Please send your CV with salary expectation to:-

recruitment@potteraper.co.uk

Please include 'Assistant Employer's Agent - Brighton' in the email subject title.

Recruitment Policy:

If you are a Recruitment Agency and you choose to respond to this vacancy post then you are deemed to have read and accepted our Recruitment Company Terms and Conditions. This can be found here –

<http://www.potteraper.co.uk/policypdf/recruitmentpolicy.pdf>