

## **Chartered Building Surveyor & Assistant Building Surveyor – Head Office (North West)**

Due to our continued expansion we are recruiting an experienced, career focused Chartered Building Surveyor and Assistant Building Surveyor for our Bromborough, Wirral Head Office.

### **The Company**

AED Adjusting are an established, National, independent firm of Chartered Loss Adjusters, who provide a unique blend of claims solutions to our Clients in the Commercial/Domestic/High Net Worth and Equine Markets. We are a thriving and successful Practice combining traditional values with innovative IT.

### **The Candidates & Roles**

Working out of Head Office and reporting you will investigate, validate, negotiate and settle a variety of domestic and commercial claims in accordance with exacting Service Standards, whilst maintaining quality and customer care.

#### **Chartered Surveyors**

You will:

- Preferably have a minimum of 3 years claims experience within a Loss Adjusting environment.
- Have a thorough working knowledge of domestic and commercial building related claims.
- Be a highly motivated self-starter with the necessary self-discipline and organisational skills to operate autonomously with a minimum of supervision.
- Be able to meet challenging targets and deadlines.
- Be an excellent communicator with superior written and verbal skills .
- Be fully computer literate with a working knowledge of MS Word, Outlook and Excel as a minimum.
- Be prepared to travel throughout the region and nationally.

#### **Assistant Surveyors**

You will:

- Assist with building related insurance claims.
- Instruct Insurers Preferred Suppliers.
- Liaise with non-preferred contractors.
- Review and agree schedules of repair works.
- Monitor site works.
- Be prepared to travel throughout the region and nationally.
- Be an excellent communicator with superior written and verbal skills.
- Be fully computer literate with a working knowledge of MS Word, Outlook and Excel as a minimum.

#### **Essential**

You will have experience within the building and/or surveying industries. Graduates with non-accredited degrees will ideally have, or be studying towards an OND/HND, appropriate NVQs or equivalent.

These are superb opportunities for the right candidates who have the enthusiasm, ability and the highest level of personal presentation to join our committed Team.

### **The Package**

We offer a very pleasant working environment, a competitive salary, cash in lieu of company car allowance and other fringe benefits, with core hours of work between 8.45am and 5.15pm, Monday to Friday inclusive.

If you are looking for a new challenge and believe you can contribute to the ongoing success of our organisation, please apply, enclosing a full CV, with details of your current remuneration package in writing to:

**Mrs Jackie Bordley  
Head of Operations  
AED Adjusting  
Faversham House  
Wirral International Business Park  
Old Hall Road  
Bromborough  
Wirral CH62 3NX**