

# Job Description

Job Title	Glazing and doors Surveyor
Department	Services
Location	Field-based throughout Scotland.
Reporting to	Contracts Manager/Supervisor
Key Relationships	Contracts Supervisor, Contracts Manager, Admin Department, Customers, Clients

*The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.*

*You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.*

*This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.*

## Role Overview and Main Responsibilities

We are looking for a suitably qualified Glazing and Doors Surveyor to survey private and rented domestic properties for secondary glazing and door replacements.

The aspect of the job is generating full survey requirement to allow installation to proceed as per the contract requirement. This includes helping customer choosing the products, correct measurement, creating plans, selecting ironmongery and completing and submitting survey paperwork to our administration team in given timescales.

You will be required to liaise with clients, tenant and owners when working in their properties and are expected to conduct yourself in accordance with the Everwarm Code of Conduct.

## Experience:

- Experience in installing and surveying UPVC, Composite doors & secondary glazing units with subsequent high-quality finishing's.
- Experience in working with teams ensuring a quality finish.
- Providing routine correspondences both written and orally.
- Previous experience in a fast-paced environment, working under pressure.
- Ability to adapt quickly to changing priorities.
- Experience in working within a team, team environment.
- Used to self-managing, prioritising workloads and ensuring tasks are completed on time.

## Skills:

- Industry knowledge
- Able to communicate effectively with key people.
- Essential time management skills.
- Personable with communication skills
- Maintain focus on key tasks
- Able to assess own performance and follow training direction.
- You should have a working knowledge of all current Health and Safety legislation and best practice

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- Be able to use a range of communication skills when dealing with challenging customers
- Ability to understand, organize and analyse information received to identify your response
- Ability to assess situations and determine the objectives with a clear concise well organized reply
- To be able to eliminate or reduce causes to any problems
- Must be confident to work alone
- Have a full UK driving license
- Well-presented and proactive
- Able to get on well with others and be a team player
- Sufficiently mobile and flexible towards hours and place of work
- Clear focus of quality of service
- Ability to produce a high standard of work

## **Additional Requirements:**

- Disclosure Check
- UK Driving Licence
- Flexible Approach

## **What We Offer**

- Competitive Salary
- Company van and fuel card for business use
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- 29 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Sureserve Group Select Car Purchase Scheme
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentice
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.