

Career Opportunity

Position: Apprentice Surveyor

Location: Lichfield

Department: Insurance, Repair & Renovation

Working hours: 8am – 5pm Monday-Friday

Apprenticeship duration: 30 months, employment and progression within the organisation may be possible upon successful completion of the Apprenticeship.

You will work for The Gelder Group as an Apprentice Surveyor. You will work for our Insurance Renovation and Repair division on various contracts ranging from private houses to commercial properties. This apprenticeship is for 2.5 years starting at Level 3.

Duties will include, but will not be limited to (full job role training will be provided);

- Validating, settling and scheduling domestic and commercial insurance claims.
- Working directly with several insurance companies and networks. Claims such as subsidence, flood, fire, escapes of water, impact, accidental damage, storm etc.
- Producing schedules, final accounts, variations, interim payment claims, private quotations and health and safety documentations
- Carrying out moisture readings and asbestos sampling.
- Offering professional advice to clients and policy holders.

Essential skills;

- Knowledge of Microsoft Office packages especially Outlook and Excel would be an advantage but training will be given.
- Great telephone manner
- Pride yourself on great customer service and ensure your work is done to the highest standard.
- Confident individual who has the desire and personal drive to achieve the apprenticeship.
- Good communication skills, time management and organisation.
- GCSE level 4 or above in Maths and English .

- Driving licence.

To apply for the above position, send your CV and covering letter to katie.scott@gelder.co.uk, or by post to:

Katie Scott
Gelder Group, Head Office
Tillbridge Lane
Sturton By Stow
Lincoln. LN1 2DS



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