

## Career Opportunity

### Position: Insurance Surveyor

**Location:** Barlborough

**Department:** Insurance, Repair & Renovation

The Gelder Group is a diverse mixture of divisions and companies all orientated around the delivery of high quality customer excellence in the construction industry.

This is an exciting opportunity for the right candidate to join an ever-expanding insurance team based in Barlborough and working the surrounding areas.

You will be part of an established dedicated team dealing with insurance repairs. The ideal candidate will have experience in construction, be able to work to tight timescales, use your own initiative and always carry out work at a high standard. Experience with surveying Insurance related repairs would be an advantage but full training will be given.

### Benefits include

- Competitive salary (depending on experience)
- Company car scheme
- Flexible working arrangements
- 21 days holiday plus bank holidays

### 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, escape 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
- Offering professional advice to clients and policy holders.

## Essential skills:

- Knowledge of Xactimate and 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.
- Good communication skills, time management and organisation.

To apply for the above position, send your CV and covering letter to [danielle.skayman@gelder.co.uk](mailto:danielle.skayman@gelder.co.uk), or by post to:

Danielle Skayman  
Gelder Group, Head Office  
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