

NEW OPPORTUNITY

Resident Liaison Officer

Land Reclamation and Civil Engineering

We are seeking to appoint a Resident Liaison Officer for a project in Oldham from early November 2020. The successful candidate will have experience and knowledge of construction. This is a pivotal role in managing the relationships between the Client, Residents and The Casey Group Ltd.

The primary duties will include:

- Arrange and attend Resident Consultation Days/Open Days.
- Collect, collate, and distribute Client information.
- Produce detailed property surveys in agreement with residents.
- Liaise with residents to ensure that they are aware of timescales.
- Inform them as to how we will minimise inconvenience to them.
- Be available to residents during the process to deal with concerns.
- Respond to a resident's complaints or claims
- Ensure a high level of customer care when work has been completed.
- Implement, monitor, and report questionnaire results
- Contribute ideas/ assistance with community initiatives
- Attend Community, Public Relations and Resident Events.

This vacancy is included in the Employee Referral Scheme.

Please apply in writing to:

Ann Harkin, Group HR Manager
ann.harkin@casey.co.uk

Including CV and details of relevant experience.



PRO-ENVIRONMENT

improving lives