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Resident Liaison Officer

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Company: Daniel Owen Ltd

Location: Bloxwich

Category: construction-and-extraction

Location: Bloxwich

Immediate start

LONG TERM WORK

We are looking for an experienced and highly motivated Resident Liaison Officer to join our team working on EWI and retrofit contracts. The candidate will be responsible for ensuring that our tenants are fully satisfied with the services we provide, and that all works are carried out in accordance with contractual and quality requirements.

Responsibilities:

Act as the primary point of contact for tenants

Build and maintain strong relationships with tenants and clients, ensuring their needs are met and any issues are resolved in a timely manner

Communicate regularly with tenants, providing updates on progress and identifying opportunities to add value to our services

Liaise with internal teams to ensure that works are carried out in accordance with contractual and quality requirements

Monitor and report on contract performance, identifying opportunities for improvement

Ensure that all client data is kept up-to-date and accurate

Requirements:

Proven experience in a customer-facing role, ideally in a construction or facilities management environment

Excellent communication and interpersonal skills, with the ability to build strong relationships with clients

Strong organisational skills, with the ability to manage multiple tasks and projects simultaneously

Ability to work independently and as part of a team

Excellent problem-solving skills, with the ability to identify issues and develop solutions

Must have a valid UK driving license and own transport

Must be willing to undergo a DBS check

If you are a motivated and experienced Resident Liaison Officer looking for a challenging and rewarding career opportunity, please submit your CV and cover letter today

Apply Now

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