

Resident Liaison Officer

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Company: Build Recruitment

Location: Brent

Category: construction-and-extraction

Resident Liaison Officer - Brent

3 month temp contract likely to be extended!

We are currently seeking a dedicated Resident Liaison Officer to work with our leading main contractor in the social housing sector, operating on a planned maintenance project in Brent/North London. Based on site in and around Brent/North London you will be a vital link between the site team, residents, and clients. You will be working on planned external refurbishment projects so knowledge of this will be useful. As the sites are scattered you must have a driving licence and access to a vehicle.

Key Responsibilities:

Booking appointments and managing schedules.

Handling resident complaints and issues with professionalism and efficiency.

Maintaining property records and conducting validation and customer satisfaction surveys.

Facilitating communication between all stakeholders for a seamless project experience.

Working proactively to minimize disruption to residents and establish positive relationships with all parties involved.

Requirements:

Previous experience as a Resident Liaison Officer (RLO) is desirable. 6-12 months +

Exceptional communication skills and ability to work collaboratively.

IT proficiency and adaptability to on-site operations.

Ability to work independently and as part of a team.

Strong interpersonal skills and a proactive attitude.

Ambitious, innovative, and self motivated

Must have driving licence and own vehicle

If you meet the criteria above and relish the idea of working for a well-established business where you will be supported to thrive in your career and rewarded with a competitive salary and package, we'd love to hear from you. Please contact Lucy Van der Gucht at Build Recruitment, or email lucy@buildrecruitment.com for more information.

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