

Resident Liaison Officer

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Company: Invision Group

Location: Greenwich

Category: construction-and-extraction

Resident Liaison Officer Required – South London – Up to £33,000 + Car Allowance + Package

I am currently representing a leading Construction company who operate throughout London and the Southeast region and turnover more than £50 million. My client specialises in social housing refurbishment projects up to the value of £30 million in partnership with local authorities. Currently, they are seeking to recruit a Resident Liaison Officer to be based on a major project in South London.

Key Responsibilities:

- * Provide an efficient, courteous, and professional service to all residents.
- * Ensure written correspondence to residents is generated and distributed in line with the programme of works.
- * Carry out choice events, consultation events and individual consultation with residents regarding future work.
- * Carry out individual resident inductions to include – the RLO process, scope of works, monthly project newsletters, community events and more.

- * Complete resident profiling and work with the site management team to implement effective working practices and discuss with the Client liaison representative when appropriate.

- * Organise and provide support needs to residents, answering queries and when required respond to complaints and mediate them.

Key Responsibilities:

- * A Full UK driving license and vehicle is essential for this position.

- * Proficient in Microsoft software, especially excel (desirable not essential)

- * Confident, organised, and self-motivated

- * Socially competent with excellent interpersonal skills, especially communication skills

- * Minimum 1.5 years' experience within a similar position.

What is in it for you?

- * An all-in salary up to £33,000

- * Car Allowance

- * Contributory Pension Scheme

- * Life Insurance

- * A full annual leave entitlement

- * Excellent Sick Pay and other related benefits

Cross References and Citations:

1. Resident Liaison Officer [OslojobsJobs Greenwich Oslojobs](#)
2. Resident Liaison Officer [SurgeonjobsJobs Greenwich Surgeonjobs](#)
3. Resident Liaison Officer [Istanbuljobs Jobs Greenwich Istanbuljobs](#)
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