# **United Kingdom Jobs Expertini®**

#### **Resident Liaison officer**

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Company: Build Recruitment

Location: Hemel Hempstead

Category: construction-and-extraction

Resident Liaison Officer - Hemel Hempstead

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/refurbishment project in Hemel Hempstead. Based on site in Hemel Hempstead you will be a vital link between the site team, residents, and clients. You will be working on a planned refurbishment kitchen and bathroom project so knowledge of this will be useful.

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 working on kitchen and bathroom projects as a Resident Liaison Officer (RLO) is essential. 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

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 for more information.

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## **Apply Now**

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