



JOIN OUR TEAM



Arc Building Consultancy

0115 784 7008

## GRADUATE BUILDING SURVEYOR

ARC Building Consultancy

Location: Nottingham

Job Type: Full-Time

Experience Required: Minimum 1 year of relevant experience

### ABOUT US

ARC Building Consultancy is an independent building surveying and project management consultancy providing professional advice across the commercial property sector.

We work with a diverse range of clients, including landlords, tenants, investors, developers and occupiers, delivering practical, commercially focused advice.

As a growing consultancy, we pride ourselves on our approachable team, strong client relationships and collaborative working environment.

We are looking for an enthusiastic and motivated Graduate Building Surveyor to join our team and develop their career alongside experienced professionals.

### THE ROLE

This is an excellent opportunity for a Graduate Building Surveyor with a minimum of one year's relevant experience who is looking to broaden their technical knowledge and gain hands-on experience across a variety of building surveying disciplines.

You will work closely with our senior surveyors and directors, assisting with both professional building surveying instructions and project management services.

The role offers exposure to a diverse range of commercial properties, with increasing responsibility as your experience and confidence develop.

### KEY RESPONSIBILITIES

Your duties will include, but are not limited to:

- Assisting with commercial building surveys and preparing detailed reports.
- Undertaking Schedules of Condition.
- Assisting with the preparation and negotiation of Schedules of Dilapidations.
- Supporting pre-acquisition building surveys and due diligence inspections.
- Preparing Planned Preventative Maintenance (PPM) reports.
- Assisting with contract administration and project management duties.
- Undertaking site inspections and monitoring construction works.
- Preparing specifications, schedules of works and tender documentation.
- Liaising with clients, contractors and other consultants.
- Supporting senior surveyors with landlord and tenant matters.
- Maintaining accurate project records and documentation.
- Attending client meetings and site visits where required.

## ABOUT YOU

We are looking for someone who is proactive, personable and keen to develop their career within building surveying.



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### Essential Requirements:

- A degree in Building Surveying or a relevant RICS-accredited qualification.
- Minimum of one year's relevant experience within a building surveying role.
- Good written and verbal communication skills.
- Strong organisational skills and attention to detail.
- A willingness to learn and take on new responsibilities.
- Ability to work both independently and as part of a team.
- Competent in Microsoft Office.
- Full UK driving licence.

### Desirable:

- Working towards RICS APC accreditation.
- Experience within a commercial building surveying consultancy.
- An understanding of dilapidations, schedules of condition and contract administration.
- Experience preparing technical reports and specifications.

## WHAT WE OFFER

At ARC, we understand the importance of investing in our people and providing opportunities for professional development.

### The successful candidate will benefit from:

- A supportive and friendly working environment.
- Direct experience working alongside senior surveyors and directors.
- Exposure to a broad range of commercial building surveying instructions.
- Support and mentoring towards RICS APC accreditation.
- Opportunities for career progression as the business continues to grow.
- A varied workload with genuine responsibility and client exposure.
- Competitive salary dependent on experience.

## CAREER DEVELOPMENT

We are keen to recruit someone who wants to grow with ARC.

You will be encouraged to develop your technical abilities, build confidence in managing your own instructions and establish strong relationships with clients.

We will provide guidance and support throughout your professional development, including working towards Chartered Surveyor status.

## HOW TO APPLY

If you are an enthusiastic Graduate Building Surveyor looking for your next opportunity within a growing independent consultancy, we would love to hear from you.

Please submit your CV and a brief introduction outlining your relevant experience to [georgina@arcbuildingconsultancy.co.uk](mailto:georgina@arcbuildingconsultancy.co.uk).

ARC Building Consultancy

The Business Workshop, Roseway House, Wheatcrofts Business Park,  
Landmere Lane, Edwalton, Nottingham, NG12 4DG

[www.arcbuildingconsultancy.co.uk](http://www.arcbuildingconsultancy.co.uk)