



Your New Job Title: Risk Assessor
Company: Fexco Property Services
Location: South / East – remote working
Hours: 08.45 – 17.15

Are you a qualified Risk Assessor looking for a new and exciting opportunity to work for a forward thinking and progressive company? Then look no further!

Introducing the Fexco Property Services Group

The Group currently consists of 3 property management brands plus a risk-assessment brand. We work with 8 out of the 10 top UK developers, and we currently manage a portfolio of 70,000 properties. Collectively there are 12 regional offices across England & Wales supported by in-house teams that manage Admin & Finance, HR, H&S, Marketing & Communications and Legal & Compliance, so you'll be joining a well-established and growing group. More information can be found here: www.fexcopropertyservices.co.uk/

We do things a bit differently!

There is no corporate nonsense, and no old-fashioned hierarchy! Instead, we work with oodles of self-sufficient, autonomous teams across our group. Think of our regional offices as smaller, family-oriented business, but with the corporate benefits, training and support you will need to succeed!

About this Role:

You will be responsible for carrying out inspections of private apartment blocks and mixed use estates in order to compile Fire Safety and H&S risk assessment reports across London and the South East of England.

Some Responsibilities and Goals you'll own:

- Inspecting properties in order to produce: Fire Risk Assessments, Premises and Equipment risk assessments.
- Liaise with property managers in regard to immediate safety risks found on site
- Production of reports from template guides
- Maintain the risk assessment data base
- Liaise with Fire Officers where fire notices have been served
- Keep record of time spent on matters not included within management fees
- Any other tasks that may reasonably be required

Must Have Skills:

- Ideally the candidate will be experienced working in a Health & Safety position
- Have a Health & Safety and Fire qualification/s, (preferably accredited by IOSH, IFSM, IFE, etc)
- Excellent communication skills (verbal and written)
- Good organisational skills
- Numerate and computer literate
- Ability to work under pressure
- Ability to multi-task
- Driving licence (essential)

Bonus / Superhero Skills:

- Experience of working in property management is desired, but it is not essential as training during the transition phase will be provided.

Review from a Property Manager employee as of April 2021:

“Good team spirit, lots of support from management and an ever-improving training team.”

So, if freedom, self-sufficiency, and head-scratching professional challenges rock your world, we could be a match made in heaven!

To apply send your CV to hr@fexcopropertyservices.co.uk or apply via the contact form online: www.fexcopropertyservices.co.uk/careers/