



POSITION VACANT:

REGISTERED BUILDING SURVEYOR / BUILDING INSPECTOR – DUBBO

About Us

Pro Cert Group Pty Ltd is well known within the Central Western, New England & Riverina areas of NSW as being a leading professional company in the provision of NCC Consultancy and Certification Services for a wide range of construction projects. A key part of our reputation is our commitment to customer experience and excellence in service delivery. With well-established offices in Dubbo, Orange & Tamworth and a future office in Wagga Wagga, we are committed to providing our services in regional areas of NSW and are looking for a new team member.

About the Role

As a result of continued growth and demand, there are opportunities available for experienced Registered Building Surveyors and Building Inspectors to join our experienced certification team based in our Dubbo Office.

Our work environment is friendly and inclusive with the flexibility provided to work remotely as required and our employment benefits include a fully maintained company vehicle, laptop, tablet and mobile phone.

In this role, you will be :-

- working across a variety of residential projects;
- carrying out assessments of Construction Certificates, Complying Development Certificates, Occupation Certificates as appropriate to your registration level and experience;
- carrying out critical stage inspections on residential projects;
- attending to customer requests, and
- working as part of our certification team to deliver services across all areas of operation.

Our Ideal Candidate

For this role we are seeking applications from Registered Building Surveyors/Inspectors who hold NSW Fair Trading registration in either of the following categories:-

- Registered Building Surveyor – restricted (class 1 and 10) (previously A3); or
- Registered Building Inspector (previously A4).

Demonstrated experience in the inspection and certification of Class 1 & 10 building projects is essential. It is also necessary for the successful applicant to be committed to providing a high standard of customer service to our valuable clients.

A person who is self-motivated, pro-active and with strong communication skills and resilience will be ideally suited to the role and will excel at developing positive working relationships and working as part of an energetic, fun and fast-paced environment with a group that values teamwork.

In addition to the above the following are essential criteria:-

- qualifications as recognised by the Building and Development Certifiers Regulation and NSW Fair Trading for the level of Registration;
- previous industry experience assessing and determining Construction Certificates, Complying Development Certificates and Occupation Certificates for Class 1 & 10 residential buildings;
- a valid Class C Drivers' Licence;
- a White Card and strong safety focus;



- knowledge of relevant legislation;
- computer skills (MS Office) with the ability to adapt to new systems and processes;
- high level interpersonal, oral and written communication skills with the proven ability to prepare assessment and inspection reports;
- strong organisational skills with the ability to multi-task whilst keeping projects on track;
- a high attention to detail;
- problem-solving skills;
- demonstrated negotiation and conflict resolution skills;
- the ability to work both autonomously and as part of a team;
- a professional and courteous attitude; and
- full working rights for Australia (i.e. Australian Citizen, Permanent Resident or hold appropriate visa).

About the Benefits

Our team is the heart of our business and we provide support by offering employee benefits including:

- an attractive remuneration package commensurate to your skills and experience and reviews;
- a generous bonus system based on performance and paid 1 – 2 times per year;
- flexible work options (combination of office and remote) to assist in balancing work, life and family responsibilities;
- fully funded continued professional development;
- a fully maintained company vehicle, laptop, tablet and mobile phone;
- PI insurance coverage;
- payment of annual registration fees and industry memberships;
- ongoing training and support for personal and professional development;
- a friendly and supportive work environment;
- implementation and provision of appropriate technology to assist with the efficient carrying out of certification functions, and
- ability to expand your knowledge and experience into commercial and industrial developments as you continue on your professional career with us.

Want to apply or find out more?

If you would like to know more about working with a company that provides unique opportunities within the profession and is well established and committed to regional areas or would like to apply for this role please email your enquiry or resume to info@procert.com.au, attention Neil Diamond.

Alternatively should you prefer to discuss this position please call Neil Diamond on 0428 633 255.

All enquiries and applications for the role will be treated with the utmost discretion and confidentiality.