

Land Referencing Assistant/Graduate

Overview of Role

Full time Contract (£17K - £20K pa)

The focus of this role is to produce high quality land ownership information to aid the Land Referencing team and Referencing Manager to deliver detailed information for the production of the necessary documents, i.e ownership reports, schedules and plans, in all aspects of Site Identification; Compulsory Purchase and Land Acquisition.

This role would suit someone who is looking for their first role in Land Consulting. Combination of office and on-site work. In-house training will be provided.

Specifications: (skills required)

Good communication skills, telephone manner and excellent teamwork and collaboration are required and to be highly motivated and conscientious. The main communications will be liaising with the general public, property owners, resident associations, land agents, local authorities, government departments, solicitors and colleagues;

You must be a recent graduate or have ARC GIS experience to be considered for the job role or a degree in geography or similar or have experience within the industry

Work to a high level of accuracy and attention to detail in tasks such as data capture and the production of documents. Must have excellent PC skills, be competent in Microsoft packages including Microsoft Word and Excel. Prepare databases and mail merges.

The ability to prioritise a busy workload with challenging deadlines, follow clear instructions to a tight time frame.

Ability to multi task, organise own workload and be able to work autonomously and meet deadlines.

Must be willing to travel to land referencing locations and have a full UK Licence with no points

An understanding of Her Majesty's Land Registry site map is required which will form the main part of the in-house training.

Excellent time keeping, highly motivated and a good team worker and decision maker