



QuestGates Careers and Vacancies

JOB TITLE: Surveying Support

DIVISION: Building Consultancy

OFFICE: Based at any of our QuestGates offices on a hybrid basis

We are looking to recruit a Surveying Support within our Building Consultancy Division.

We are looking for a proactive and organised administrator to support our surveying team. You'll manage calls, book appointments, issue documentation, update our CRM, and handle queries to keep workflows efficient. The role includes coordinating new instructions, working closely with regional surveyors, and supporting cases through to completion. Full training will be provided on our business processes, IT systems, and mailbox management.

To be successful in the role you will need to demonstrate a commitment to innovation and a determination to provide a market leading service and product on behalf of QuestGates.

Key Skills:

- Excellent communication skills, both oral and written
- Good degree of IT competency and literacy
- Demonstrate personal and professional integrity and lead by example
- Ability to work and contribute positively as part of a team and in isolation
- Ability to work accurately under pressure, adhering to deadlines and service standards
- Ability to maintain a flexible approach at all times
- Experience in a support / admin role

The role involves:

- To demonstrate a high level of service delivery
- To provide exceptional customer service at all times
- To participate positively and constructively as a team member, sharing knowledge and providing feedback and suggestions
- To communicate effectively and proactively with all relevant parties to help ensure that cases are proactively managed



- To promote and support the TCF principles
- To ensure adherence to contractual / Client SLA's and KPI's

The Package:

- Competitive salary
- Enhanced contributory pension
- Flexible benefits
- Enhanced family leave
- Voluntary benefits schemes
- Birthday holiday
- Share purchase scheme with interest free loans

Hours of work:

Standard working week is 35 hours, Monday to Friday with flexibility to work from home /office.

Closing Date for Applications:

Close of business on Friday 17th October 2025.

Contact details:

If you would like further information about this vacancy or wish to apply, please contact Siobhan Bullock on 07885 456254 or email recruitment@questgates.co.uk by the closing date.