

Job Profile for the Officer, Survey & Technical Risks

To support all pre and post loss survey and technical risk efforts, follow up on recoveries conduct bid process, manage vendor activities.

Role Qualification:

Academic/Professional: B. Sc. or HND in Civil or Mechanical Engineering, Quantity Survey, Geography & Town Planning, Estate Management, or any other related discipline from a reputable tertiary institution.

Work experience: 1 -3 years' work experience in any related field

Key Responsibilities:

- Regular appointment of vendors to their related jobs
- Register of all vendors on the vendor payment application
- Support pre-loss surveys activities through internal or external resources based on approved thresholds.
- Prepare detailed pre-loss survey reports.
- Retrieval of Salvage properties and ensuring complete documentation
- Collation of salvage items and conducting the bid process
- Monthly opening of Bid Results
- Communication of bid results to successful Bidders
- Release of salvage properties to successful Bidders after payment confirmation
- Follow up on co-insurance and subrogation recovery and regular update on the system
- Co-ordinate the installation of Vehicle Trackers
- Following up on reports from outsourced external survey activities
- Prompt payment of all vendor service fees
- Reports on all recovery efforts from AIMSWEB
- Quarterly review of vendor performance
- Weekly and quarterly report of all jobs executed

- Any other task requested by the Unit Head

Interested Applicants should send their CVs to **jobtalentrecruit@gmail.com** stating the role applied for as subject of mail. e.g “Officer, Survey & Technical Risks”