

## **Report Coordinator**

### **Key Responsibilities**

#### **Dictation and remote typing management**

- All dictation received via email, Filezilla or physically handed in allocated to an appropriate remote typist – must call the typist to confirm availability and accompany the dictation with email detailing all necessary information.
- To manage the prompt return of dictation back into the business to ensure all company deadlines are met.
- For each job, on the day they are typed, record on Quest, The Log and The Booking Checklist which typist typed the report.
- All returned typed reports to be emailed back or handed back to the Surveyor who carried out the inspection for checking.
- To manage the prompt return of checked reports to keep turnaround times in line with the company deadlines.
- Recording all returned reports on The Log and Booking Checklists on the day they are sent back.

#### **Formatting reports**

- Format checked reports so they are in line with the company's layout, format and punctuation standards. Ensure all Surveyor signatures, maps, site plans and photographs are added into the report.
- All reports to be formatted and handed over to Quality Control in time to keep turnaround times in line with the company deadlines.
- Complete Quality Control Forms.
- PDF and email report once signed off by Quality Control to Client/Bank/Solicitor where appropriate and within turnaround time.
- Print reports, once signed off by Quality Control, ready for binding.
- Record all report progress stages on The Log and Booking Checklist.

#### **Site Notes**

- To save site notes that have been emailed or uploaded onto Filezilla into the appropriate job file. Any hard copies sent into the Administration centre to be added to the hard files.
- To chase Surveyors for outstanding Site Notes which have not been sent back within the agreed timeframe.
- To log when the site notes were received on the Booking Checklist and also on Quest.

**Other Duties**

- To put all files in “the perfect file” and file.
- To enter all required comparable data from reports into Quest.
- Chase outstanding Terms and Conditions.
- Ensure any correspondence from Clients/Banks/Solicitors following a report being sent is either answered or directed to the appropriate Surveyor or Director.
- To answer the phone and distribute calls to appropriate person or take messages.

To apply for the above position, please email Jeremy Lyons on [jlyons@al-surveyors.com](mailto:jlyons@al-surveyors.com) together with your CV.