



Asbestos Planner

Reports to: Senior Compliance Coordinator

The part I play at Flagship Group to help solve the housing crisis in the East of England is:

To support and assist the Compliance Team in **managing out-sourced services** primarily relating to Asbestos, by providing administration for contract procurement, mobilisation and management.

I issue asbestos survey requests for void, responsive and planned works together with **maintaining databases** with the data collated through these processes. I liaise with contractors and central services to ensure works are carried out efficiently and with minimal disruption to our customers.

I action enquiries in a timely manner and openly communicate to all involved parties throughout my processes to support the delivery of **outstanding customer service** and to keep our customers safe in their homes.

My skills and experience include:

I have experience in social housing maintenance services, with a proven track record of excelling in customer service.

My strengths lie in robust communication and exceptional organisational skills, enabling me to thrive in high-pressure environments while consistently meeting tight deadlines.

The required qualifications for my role are to have five GCSEs graded A-C or equivalent, together with a full UK driving license.

The skills I will develop include:

I will widen my technical knowledge in the management of Asbestos working with Contractors, our Compliance Manager (Asbestos) and formal training courses.

I will build on my existing Housing Sector knowledge and continue to enhance my customer service skills in line with Flagship's values.



Flagship Group Values:

