

# OXBURY & COMPANY

**As leading Project Managers and Quantity Surveyors in East Anglia's Affordable Housing Sector we are seeking the following senior/experienced personnel:**

## **HR MANAGER**

**(Norwich – part-time 2/3 days a week)**

Reporting to the Board the postholder will be responsible for the development and management of the Firm's HR function. The successful applicant will be professionally qualified and suitably experienced.

## **SENIOR PROJECT MANAGERS EMPLOYER'S AGENTS/QUANTITY SURVEYORS (Norwich & Chelmsford)**

To manage an interesting workload of mainly affordable housing and mixed use projects from inception to completion. The postholders will be MRICS qualified Quantity Surveyors, experienced in Design & Build procurement.

## **TEAM SECRETARY (Chelmsford)**

An experienced and proficient Secretary is sought to handle the workload of a team of Project Managers/Surveyors.

*Based in modern, purpose-built offices these positions offer attractive salary packages including a contributory pension scheme, private healthcare and, for the Senior Project Manager positions, company cars or car allowances.*

*For an application pack please contact Louise Casson (telephone 01603 707919 or email [louisecasson@oxbury.co.uk](mailto:louisecasson@oxbury.co.uk)) or for an informal discussion in the first instance please telephone Nick Oxbury (01603 707928)*

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