

Assistant Quantity Surveyor

Role Specification

Reports To:	QS / SQS
Line Management Responsibility:	Assisting the development and training of trainee / apprentice surveyors
The Role	

To proactively support the QS / Senior QS on the successful management across all aspects of the commercial, financial and contractual elements of designated projects in order to control and maximise the company's profitability, protect the companies legal and contractual obligations under the contract and to manage proactively the control of all commercial issues.

Main Duties / Accountability

- To assist the QS with commercial administration and management on a number of live projects or projects at pre-construction phase;
 - Collate sub-contract procurement information in order to manage subcontract orders, accounts and variation accounts in line with the main contract
 - Assist on post-tender internal and external pricing analysis/assessment for sign-off whilst ensuring within budget
 - Conduct contract risk and opportunity assessment to identify these areas and plan for them accordingly to ensure pricing remains on budget without undermining Health and Safety.
 - Assist with subcontractor selection for new schemes, ensure the chosen subcontractor has the appropriate order and information to carry out their work, and helping to prepare procurement schedules.
 - Logical and auditable preparation of relevant documentation for valuation, procurement and commercial administration
 - Preparation and administration of monthly applications and sub-contractor accounts in line with legal obligations.
 - To support the QS in the management the day to day cost control, monitoring and reporting
 - Review of sub-contractor accounts and measure progress to assist in submitting valuations, preparing the submission of application for payments, final accounts, and retention release
 - Monitor receipt of payment in a timely manner to ensure timely cash flow management for the Client and the group, and the supply chain
 - Compile valuations with QS to prepare internal valuations to determine accurate cost reports
 - Assist on completing QS documentation (i.e. client invoices) within deadlines ahead of MQS approval to ensure the business doesn't occur any late payments
 - Assist the Estimating team with pre-tender due diligence to ensure consistent commercial goals, assist with estimates and negotiations for future projects or phases.
- Assist the QS with contractual issues and take action as required
- Work with the QS and Contracts Manager to track critical path delay analysis and assess financial impacts for potential claims
- Process subcontractor requests for payment and issue of notices in line with the HGCRA
- Ensure the Company is neither compromised nor disadvantaged by a contractual or financial arrangement
- Attend internal and external project and Company related meetings as appropriate
- Assisting and liaising with the buying team on material procurement and buying opportunities
- Where appropriate, assist with estimates and negotiations for future projects or phases
- Provide assistance to the finance, accounts, and estimating teams as necessary.
- General day to day administrative duties
- Prepared to travel to and from site and/or head offices within various geographical areas
- To liaise with all staff, clients, consultants and residents in a professional manner
- Assist in ensuring the Company is in line with Health & Safety procedures, to protect your safety and others around you
- Any other reasonable management request

Development

- To attend college or further education (where offered or applicable) in line with company procedures
- Develop an understanding of the designated contract, specification, construction drawings, and pricing ensuring compliance with conditions throughout the project

Skills / Knowledge / Experience

Essential;

- Experience within a surveying position
- Excellent verbal communication skills
- Good level of numeracy skills
- IT skills – MS Office, Excel, Project, Word etc.
- Full driving license

Desirable;

- General construction / industry knowledge (including new build and regeneration projects)
- Experience using influencing and negotiation skills.
- Post graduate experience within a surveying position
- Experience with JCT suite of contracts in a main contractor background (desirable for new build roles)
- Understanding of Health & Safety and achieved or willing to work towards relevant certification (i.e. SMSTS / SSSTS)

Education / Qualifications

- Relevant degree in Quantity Surveying

Attributes

- Confidentiality in handling sensitive data and able to work in line with GDPR regulations
- Able to work independently and as part of a team
- A confident and adaptable communication style
- A self-motivated conscientious approach but with the ability to work as a team at all levels
- Effective organisation and planning skills with the ability to meet tight deadlines
- An analytical approach