

EMPLOYEE ROLES & RESPONSIBILITIES

ASSISTANT QUANTITY SURVEYOR

Job Description

Pre-Contract

- Compilation of construction costs - from feasibility to contract
- Preparation of Cash flow forecasts
- Limited preparation of Cost Plans at various RIBA Stages
- Preparation of contract documentation
- Identifying issues and/or problems as they arise
- Attend site visits and/or meetings as requested
- Liaise with the professional team and collate design information and specifications
- Limited preparation of tender documentation
- Quantification and measurement of construction works

Post-Contract

- Limited preparation of cost and progress reports
- Compilation of construction costs - from contract to completion
- Identification and valuation of extra and varied works
- Preparation of Cash flow forecasts
- Identifying issues and/or problems as they arise
- Preparation of interim valuations
- Assist in the preparation and agreement of the final account
- Identification and valuation of extra and varied works
- Assist in the preparation and negotiation of claims for EoT
- Attend site visits and/or meetings as requested
- Implementation of change control procedures and contractual notices
- Attend site visits and/or meetings as requested
- Understand contract requirements and assist with contractual correspondence

General

- Answering telephone calls and taking messages if Trainee Surveyor/Receptionist not available
- Photocopying as and when required if Trainee Surveyor/Receptionist not available

Personal Requirements

- Ability to achieve deadlines
- Ability to work with people at all levels
- Competent in the use of MS Office
- Confident and outgoing
- Excellent communication and negotiation skills
- Completed no less than 2 years' of relevant HNC/HND/BSc Degree in construction-related discipline
- No less than 3 years' experience
- Good organisational skills