**ROLE PROFILE**

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| **Function** | **Commercial** | |
| **Job Title** | **Assistant Quantity Surveyor** | |
| **Grade** | **C3** |  |
| **Reporting Lines** | **Reports to** | **Managing Surveyor** |
|  | **Direct Reports** | **N/A** |

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| **Aim of the role**  To work as an effective part of the Commercial team, providing support to Quantity Surveyors  **Responsibilities and Duties**   * Assist in the preparation of cost to complete documentation in line with the commercial timetable * Deal with internal or subcontractor queries or requests * Assist in the preparation of reports, monthly accruals, cost analysis, assessment of contractor valuations/ applications for payment, and cost forecasting * Update and accurately maintain records and databases * Entering data onto the in-house computer systems * Arranging for documentation to be scanned and uploaded onto the in-house computer system * Archiving of completed documentation * Maintain filing systems both physical and electronic * Any ad-hoc tasks as required   **Knowledge Skills and Experience**   * Relevant qualifications in Quantity Surveying * Self-motivated and an ability to work co-operatively as part of a team * Ability to take initiative in resolving problems * Excellent organisational, planning and time management skills * Able to work to demanding deadlines * Competent IT skills working with Microsoft excel, word, office and Coins * Time management skillsets using experience and knowledge of systems to effectively delivery targets on time assigned to your role * Effective communication both written and verbal on behalf of the Business required. |

