**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.
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