

ASSISTANT QUANTITY SURVEYOR ROLE DESCRIPTION



In your role as an Assistant Quantity Surveyor you will be expected to carry out duties typically associated with both consultant and contractor Quantity Surveying and Project Management. You will be expected to engage responsibly in all aspects of your role while seeking appropriate support and guidance from senior members of staff.

While not a core role you may be required to carry out Project Management Tasks should our scope of services require.

Reports to: Allocated Supervisor and/or Manager

General Responsibilities:

Item	Description
1	To provide clear, timely and accurate information, advice and reports to Section Head, external clients and the Board.
2	Supporting senior members of the team in the day to day management and delivery of projects.
3	Ensure deadlines are actively managed and progress is reported to supervisors as required.
5	Follow the company's quality assurance process on all projects.
6	Ensure standard documentation is used when presenting any external information.
7	Attend, contribute and minute meetings (<i>including countrywide and international where necessary</i>)
8	Carry out site visits/inspections
9	Working across a number of different projects where applicable.
10	Undertake relevant training as required by the organisation.
11	Commitment to study and achieve a professional qualification (MRICS).
12	Completion of weekly timesheets.
13	Demonstrate effective project management skills in all tasks.
14	Meet or exceed target efficiency percentage for billable hours.

Tasks include:

Item	Description
1	Preparation of cost feasibilities, approximate estimates, cost planning, Bills of Quantities, Specifications and Schedule of Rates all in accordance with relevant standards.
2	Preparation and administration of procurement advice, tenders, tender reviews and advice.
3	Preparation and administration of various contract forms to both consultant and contractors.
4	Preparation and administration of Interim valuations, Contractors' claims and settlement of Final Accounts.

5	Preparation and updating of standard cost databases and profiles.
6	Assisting in the preparation of effective change control during the pre-contract stages and post-contract stages.
7	Assisting in the preparation of contract variations to review with senior staff.
8	Assisting in the preparation of financial reviews in accordance with the senior members of staff's requirements.
9	Preparation of interim valuations throughout the life of a project.
10	Assisting in the preparation and agreement of final accounts.
11	Assisting in the preparation of contract and dispute advice.
12	Assisting senior members of staff in their role as Employer's Agent / Contract Administrator.
13	Reviewing the cost information prepared by senior staff and identifying any errors for correction.

While tasks have been listed it is not comprehensive of all services offered and therefore additional tasks will occur.

Code of Conduct:

Item	Description
1	To carry out instructions issued by Quantity Surveyors, Senior Quantity Surveyors and Directors.
2	To act in the best interests of the company at all times.
3	To contribute to the full extent of their capabilities so as to achieve the most effective operational standards and practice.
4	To perform all duties in accordance with the company's Health and Safety Policy and Quality Assurance procedures.
5	To perform all duties in accordance with the company's other policies outlined in the Staff Manual and updated and advised to employees from time to time.
6	To maintain high standards of attendance, punctuality and personal appearance.
7	To maintain the confidentiality of the Practice, our Clients and business associates.
8	To comply with the Rules of Conduct and Disciplinary Rules published by the Royal Institution of Chartered Surveyors.
9	Will hold a full, clean driving licence appropriate to location.