

JOB DESCRIPTION

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| Job Title | : Assistant Quantity Surveyor |
| Location | : Based at the London Office |
| Reports to | : Partners and Associates |
| Employment Type | : Permanent – Full Time |

Purpose:

Working as part of our team and those of our collaborators to deliver high quality construction projects on time and on budget. To reinforce existing relationships and help develop new clients and sectors.

Function:

- Pro-active quantity surveying; client-side only
- Cost planning
- Construction cost advice
- Procurement advice
- Tendering
- Contract documentation.
- Construction contract advice
- Post-contract cost management
- Final accounts

Roles & Responsibilities:

- Attend design team and client meetings.
- Prepare order of cost estimates and detailed elemental cost plans.
- Prepare accurate and detailed quantities and descriptions.
- Positively contribute to value engineering.
- Prepare tender documentation including contract sum analysis, drafting JCT contracts, tender document framework etc.
- Analyse tenders and prepare written reports and recommendations.

- Prepare interim valuations and final accounts.
- Liaise and negotiate with main contractors and specialists.
- Calculate costs associated with project delay.
- Assist with supporting internal and external project managers and contract administrators on contractual matters, dispute avoidance etc.
- Assist with Client liaison, funder liaison.

| Education & Experience | Level / Discipline | Essential / Desirable | Comments |
|--|---------------------------------|------------------------------|---------------------------------|
| Industry related degree level qualification | Degree Level or working towards | Essential | Working through the APC process |
| Quantity Surveying industry related experience | Assistant / Graduate | Desirable | |
| Knowledge of JCT Contracts | Knowledge and understanding of | Desirable | |
| Must demonstrate a proven track record of learning and development | Continuous | Essential | |

| Key Competencies | Essential / Desirable | Comments |
|---|------------------------------|-----------------|
| Must be able to work part of a team and autonomously | Essential | |
| Must have strong communication skills (Face to face, email and telecom) | Essential | |
| Competent in measurement of quantities | Essential | |
| Must have strong values | Essential | |
| Must be punctual | Essential | |

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| Good time management | Essential | |
| Must be competent using Microsoft computer software | Essential | |
| Must be a self-starter, with a passion for the industry and progression | Essential | |
| Must be willing to travel regularly to construction sites | Essential | |

What do we offer?

- Competitive salary and pension scheme.
- A friendly and professional work environment.
- Staff development & APC support.
- Equal opportunities.
- Full time employment.

How to apply for the position?

- Please respond by email to confirm your interest and role you are applying for with a cover letter and CV.
- Emails must be sent to office@stockdaleuk.com
- Successful applicants will be contacted within 2 weeks of application and invited to participate in the interview process.

Interview process

- Informal telephone interview.
- 2 stage interview process.
- (Please provide photo identification, proof of citizenship and certificates of qualification at interview).