

JOB DESCRIPTION

Job Title : Assistant Quantity Surveyor
Location : Based at the Nottingham 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	

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).