

## ROLE PROFILE

<b>Function</b>	<b>Commercial</b>	
<b>Job Title</b>	<b>Assistant Quantity Surveyor</b>	
<b>Grade</b>	<b>C3</b>	
<b>Reporting Lines</b>	<b>Reports to</b>	<b>Managing Surveyor/Commercial Manager</b>
	<b>Direct Reports</b>	<b>N/A</b>

### Aim of the role

To work as an effective part of the Commercial team, providing support to the 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

Our Values	
<b>Collaborative</b>	Act as one team Communicate Assume everyone has the best intentions Find a shared solution
<b>Trusted</b>	This starts at the top Ensure everyone feels valued Say what you mean, do what you say Be open and honest
<b>Focused</b>	Make sure we deliver Be present in the process Be thorough and disciplined Understand the end goal