

# Job Description

<b>Job Title</b>	Assistant Quantity Surveyor
<b>Department</b>	Commercial
<b>Location</b>	Bathgate Office, travel as business needs require throughout Scotland
<b>Reporting to</b>	Commercial Manager
<b>Line Manager to</b>	N/A
<b>Key Relationships</b>	Commercial Manager, Quantity Surveyors, Head of Commercial, all other departments.

*The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.*

*You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.*

*This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.*

## **Overview of the role:**

Assist with the commercial control of a multi discipline project or a single small / medium project involving limited complexity / risk, reporting to the quantity surveyor.

## **Main Duties and Responsibilities:**

- Input into the application and credit control process
- Understanding of income forecast and pricing of variations
- Understanding of the change control system
- Understanding of project risk
- Understanding of the production of CVR's
- Understanding of the costing process
- Understanding the management of subcontractors and the subcontract cycle
- Contribution to the timely production of CVR's
- Contribution to the timely production of accurate forecasting information
- Contribution to the change control system
- Contribution to the management of subcontractors

## **Qualifications/Experience:**

- Qualified educationally

## **Key Competencies:**

- Cost Engineering
- Quantity Surveying
- Communication
- Developing Self and Others
- Teamworking
- SHEQ
- Estimating

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## **Skills:**

- Team player
- Literate and numerate with good communication skills
- Competent with, Word, Excel, Outlook.

## **Additional Requirements:**

- Disclosure Check
- UK Driving Licence

## **What We Offer**

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Work for PLC Company with option to join share save scheme.