## Apprentice – Quantity Surveyor

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| **Generic title** | Admin support |
| **General Description** | Works under close supervision providing administrative support to the team. |

## Competencies

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| **Achieving Results** | Capacity to work well within clear guidelines and produce required results within own role |
| **Analytical thinking and decision making** | Assessment of simple data within company guidelines, policies and procedures |
| **Communication** | Conveys straightforward information with accuracy in familiar situations |
| **Dealing with change** | Will consider different approaches  Capacity to accept change |
| **Teamwork** | Ability to co-operate with team members in order to ensure own role is fulfilled |
| **Leadership** | Accepting authority and the need for leadership |
| **Managing resources** | Appreciates the time, cost and quality of implications of their job role |
| **Negotiation** | Open to persuasion |
| **People Development** | Willingness to be developed and accept new skills |

## Role definition

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| **Summary of role** | Assist with the commercial management of a works package and administer; measure and value elements of the project. This would include:   * Assisting in the control of various subcontract packages from enquiry through to final account * Assisting with the measurement and re-measurement of the project works * Taking off quantities from construction drawings * Ensuring payment applications are submitted by cut-off date and all subcontract documents for approval by deadline * Input into monthly forecast reporting |
| **Responsibilities and accountabilities** | Must ensure that high standards are maintained from self and others that they interact with within the team.  Must endeavour to continuously improve own knowledge and performance. |
| **Qualifications, training and technical knowledge** | A-levels or equivalent  Computer literate in MS Office  A keen interest in construction |
| **Attributes and skills** | Ability to understand procedures and policies of the organisation  Ability to deal effectively with colleagues  Good writing, analytical and problem-solving skills  Ability to follow oral and written instructions  Know when to ask for help and guidance Ability to work in a team environment with minimum supervision  Logical whilst creative in approach to problem solving  Excellent organisational skills with the ability to prioritise workloads and meet tight deadlines  Have the ability to manage multiple tasks simultaneously without compromising standards and quality  Be self-driven and results orientated with the ability to quickly develop professional relationships |