

**Reporting to:** Senior surveyor/quantity surveyor (or from time to time other heads of departments during the training process).

**Purpose:** To learn the tasks and responsibilities of a Quantity Surveyor in preparation for an Assistant Quantity Surveyor role

#### Achieving Results

- Consistent provision of timely and accurate documentation/outputs to a given timetable, as directed by the SQS/QS responsible.

#### Managing the Process

- Assisting in project cost control procedures in particular, re-measurement of the works/variations, inventories of stocks and evaluation of the interim/Final Account.
- Assisting in and obtaining an understanding of effective management of cash, including careful administration of allocated sub-contractor accounts as directed by SQS/QS, at all times cognisant of the need to cultivate effective/longstanding relationships and promote dispute avoidance.
- Assisting SQS/QS as required, in the Main and Subcontract Final Account process.
- Assisting in the compilation and/or maintenance of sub-contract database/details, e.g. CIS/Insurances, etc.
- Attending, observing and participating as required with other members of the project team, internal and external, in such as progress meetings, etc.
- Evidence a suitable knowledge of/ensure compliance with the Company's policies and procedures in respect of Health, Safety, the Environment, LIBMS, I.T. and Human Resources

#### Serving the Customer (Internal and External)

- Form and develop relationships with PQS and Design Team.
- Form and develop relationships with supply chain.

#### Delivering Quality

- Attention to detail

#### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Knowledge and understanding of measurement and valuation			
Commercial skills to maximise value recovery			
Cost control			
Knowledge and understanding of administration of contract records			
Knowledge of construction			

Knowledge and understanding of contractual obligations			
COINS			
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			