**POSITION: Assistant Quantity Surveyor**

**12 month temporary placement or fixed term contract**

**SALARY: Competitive**

**General Description**

Reporting to the GBS Roofing Quantity Surveyor, the main role of the Assistant Quantity Surveyor will be to provide support to the Commercial Team. The key tasks include preparing estimates, carrying out site surveys, preparing valuations and associated contract administration.

* Working under the supervision of the lead QS or estimator for each project, the post holder will be expected to manage activities including but not limited to the following:

Receipt of enquiries/preparation of estimates

* Completion of record sheets
* Make preliminary assessments and defining contract requirements
* Verify resources and setting up site visits as necessary
* Identify suppliers and sub-contractors required from enquiry documents.
* Evaluate new suppliers and new sub-contractors
* Send enquiries to suppliers and sub-contractors and obtain estimates.
* Prepare final estimates for approval

Order Processing

* Review the order and contract documents
* Set up contract files
* Estimate total contract budget
* Liaise with Estimator/QS to formally accept offers

Valuations, pricing and payment

* Prepare valuation calendars for customers
* Prepare interim valuations and for submission to the customer
* Communicate and agree price variations
* Manage contract financial requirements in conjunction with finance team
* Complete performance review on current contracts
* Carry out site surveys and on-site measurements for current contracts
* Assist Estimator/QS with site measurements
* Fully maintain adequate records relating to estimates and orders received
* Maintain up-to-date price lists and product information technical information

The post holder will be required to demonstrate high standards of customer service by maintaining contact with customers at all stages of the process and responding to all enquiries within a reasonable time period.

**The role will be based at our head office in Antrim however the post holder may be required to travel to various sites and projects to fulfil the requirements of the role.**