

**JOB DESCRIPTION**

**JOB TITLE:** Trainee Quantity Surveyor

**PRIMARY PURPOSE OF JOB:** Assisting the Commercial Group Quantity Surveyors in providing projected cashflow forecasts and monitoring valuations

**DIRECTLY RESPONSIBLE TO:** GroupCommercial Director

**Main areas of responsibility:**

* To assist the Project Quantity Surveyor and Group Commercial Director in their duties in a diligent and professional manner
* To assist in all aspects of procurement and tendering of sub-contract works
* To assist the Quantity Surveyors in the preparation of project specific labour rates in liaison with the Project Manager.
* To assist in the quantification and costing of facade works – pre and post contract.
* To assist in ascertaining current and projected Cashflow Forecast for individual schemes and reporting.
* Occasional site visits (nationwide) when deemed necessary by the Group Commercial Manager.
* To assist in the production of projected financial control procedures and financial reporting.
* To assist the Project Quantity Surveyor with the valuation of construction works for interim payments, valuing change, assessing or valuing claims for loss and expense and agreeing accounts.
* An awareness of conflict avoidance, management and dispute resolution procedures.
* Assist the Group Commercial Manager in Contract Document administration.
* To conform to BSI standards and procedures at all times, reporting contraventions for assessment and procedural review where necessary.
* Ad-hoc duties.