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**BARNACK ESTATES UK LTD - JOB DESCRIPTION**

Job Title: Assistant Quantity Surveyor

Company: Barnack Estates UK Limited, Construction Team

Responsible to: Lead Quantity Surveyor

Hours of work: Monday to Friday 0800 to 1700 (40 hours)

Salary: Negotiable depending on experience

1. Key Responsibilities

To provide commercial and administrative support to the construction team assisting with procurement, measurement, budgeting, managing projects, liaising with clients and suppliers.

1. Key Objective
2. To maintain a high level of commercial awareness, communication and to work within a small team to deliver excellent customer service.
3. To be able to work under pressure, be confident in liaising with clients and suppliers, to be commercially aware, organized and able to assist in the management of our projects.
4. General Responsibilities
5. To be part of the site team giving direct support to the construction team.
6. To be able to budget, word process, complete spreadsheets, send emails/letters, attend meetings and be an excellent communicator.
7. To assist in obtaining quotations, accurately compare quotes, negotiate and place orders.
8. To create and maintain the ‘Estimating Database’ for the company.
9. To assist with project management, time lines, delivering contracts to budget and on time.
10. To take off quantities and place supplier orders.
11. To assist in the preparation of Applications for Payment, Monthly Contractor Report, Cost/Value Reconciliations.
12. To assist with measurement both on site and off plan.
13. To assist with administration such as managing drawings, site health and safety forms and procedures.
14. Based on site as part of the Construction Team, but able to work at the Head Office and therefore able to drive.
15. Assisting with Planning (Local Authority) procedures.
16. Dealing with STATS (Water, Gas, Electricity etc.).
17. Special projects such as renewable energy research.
18. Training
19. Training and support will be provided throughout.
20. Personal Protective Equipment
21. Personal Protective Equipment will be provided free of charge to be maintained and looked after by the employee.
22. Please send CV to enquiries@barnack.com