

## Assistant/Junior Quantity Surveyor

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Company: RGB Recruitment

Location: Exeter

Category: other-general

### Assistant/Junior Quantity Surveyor – Exeter

An exciting opportunity for an Assistant/Junior Quantity Surveyor to join a contractor has arisen! This contractor is responsible for delivering quality construction and fit-out services with bespoke schemes valuing up to £5m.

The ideal candidate for this position will have a background in commercial projects such as leisure, office, and retail. You will be joining a well-established and dynamic team of experienced professionals.

Don't miss out on this opportunity to work on exciting projects and grow your career in the field of construction and fit-out services! This is an excellent opportunity for an ambitious individual to gain valuable experience and grow their career in the construction industry.

#### Responsibilities:

Support the team in preparing cost estimates, budgets, and tender documents

Conduct quantity take-offs and prepare bills of quantities (BOQ) for materials, labor and other project costs

Support with procurement of subcontractors, suppliers and materials

Support with monitoring project costs including variations, change orders and progress

payments to ensure financial control and accuracy

Participate in site visits and inspections to assess progress, quality, and compliance with specifications, identifying any potential issues or variations

Maintain accurate records and documentation related to quantity surveying activities, including contracts, correspondence and financial reports

**Skills:**

Degree in Quantity Surveying, or working towards

Previous experience or internships in quantity surveying or construction management desirable

Strong analytical and numerical skills

Excellent communication and interpersonal skills

Proficiency in Microsoft Office Suite and familiarity with quantity surveying software and tools

Relevant driving licence

If you would like further details, please do call RGB Recruitment, Exeter and ask for Nicky Harris.

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