

## Assistant Quantity Surveyor

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Company: Kemp Recruitment

Location: Ipswich

Category: business-and-financial-operations

**Job Title: Assistant Quantity Surveyor**

**Salary: £39,000**

**Hours: Full Time, Monday to Friday - Permanent Position**

**Location: Ipswich**

### About your new Assistant Quantity Surveyor role:

- General support of the Demolition department commercially.
- Speaking with clients via phone and email on a daily basis.
- Providing estimates and quotes.
- Follow up previous quotes and try to win new business.
- As assistant Quantity surveyor, assist in managing costs relating to projects (costing, tender submission, cost-strategy, sub-contract procurement). Minimise the costs of a project and enhance value for money, while still achieving the required standards and quality.
- Liaison with Site teams and Contracts Manager.
- Help customers with any technical product queries.
- Site visits with client during project and final site sign off (Certificate of Practical Completion).
- Adherence to Health and Safety rules and regulations.
- Ensure information has been checked in accordance with company procedure.

### What you'll need to succeed:

- Knowledge of relevant demolition/health and safety policies and procedures (desired).
- Enthusiastic and self-motivated.
- University degree in surveying or estimating (desired).
- Previous experience in estimating (desired).
- Ability to work independently and as part of a team.
- Be approachable and professional.
- Must possess excellent organisational skills, meeting deadlines, plan and prioritise workloads.
- Prior experience in a sales or administration role in construction or demolition industry.
- Excellent communication and IT skills. Working knowledge with Microsoft Excel spreadsheets.

### What you'll get in return:

Full product and continuous Training programmes

Excellent package including a competitive salary

Genuine Career Progression whilst working for a highly successful Organisation

**If you are interested in this Assistant Quantity Surveyor role, please submit an up to date CV through this advert or call Georgia or Nick at Kemp Recruitment on 0330 440 2323.**

**INDGH**

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