

Assistant Quantity Surveyor

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Company: Robertson Group

Location: United Kingdom

Category: business-and-financial-operations

Overview

Some see numbers. We see an opportunity for success.

Assistant Quantity Surveyor

Location: Central and East Scotland

Customers. Homes. Lifestyle. At Robertson Residential Group, we see them our way. We're open enough to understand what really matters. Honest enough to put our customers first, every time. Respectful enough to always think locally and create homes that work for everyone. Join us and you'll join the UK's largest family-owned construction, infrastructure and support services businesses. As Assistant Quantity Surveyor, you'll be part of a team that's doing incredible things – for ourselves, for the communities we support, and for a truly sustainable future .

Your new role

DUTIES:

- **Assisting on Sub-Contract agreements maximising profit**
- **Attending, contributing to and minuting Internal Team Meetings**
- **Keeping master files of correspondence on contract**
- **Preparing Interim Valuations with Senior Surveyor and agreeing amounts for payment. This involves valuing work executed and materials on site**
- **Re-measuring work using site measurement, measurement from drawings**
- **Information from Site Agents/Bonus Department**
- **Informing Sub-Contractors of Contract variations**

- **Valuing variations**
- **Pricing Dayworks**
- **Provision of cost advice to Design Consultants . quotations**
- **Reporting to Chief Surveyor on job performance via cost/value comparisons**
- **Preparing Surveying Reports for Chief Surveyor**
- **Trying to incorporate specification changes which make us money**

SKILLS AND QUALIFICATIONS:

- **BSc Quantity Surveying, or equivalent**
- **Complimentary relevant industry work experience**
- **Good analytical & problem-solving skills**
- **A methodical approach**
- **Excellent numeracy skills**
- **Ability to work on own initiative**
- **Basic Health and Safety knowledge**
- **Strong communication and interpersonal skills**
- **Proficient in relevant computer programmes (Microsoft Word, Excel**

What's in it for me

Behavioural Competencies

The Robertson Way reflects how our strong principles have helped us grow into the thriving, modern organisation we are today. It encompasses our defined organisational purpose, vision and five principles that act as our shared values. We have five guiding principles which are the touchstone for how each of us goes about our business every day.

The postholder will always be expected to demonstrate behaviours aligned to our principles. sets out the types of behaviours that bring our principles to life and are key to our success as a business and as individuals.

We listen

Listening enables us to work positively and collaboratively, and gives customers, partners and colleagues the assurance that their voices are always heard.

We are professional

Our mix of prudence and diligence, care and attention to detail means that our customers have certainty and assurance in everything we do and trust us to deliver.

We take responsibility

Each of us is accountable for what we do. From the smallest detail to team safety and

caring for our communities and the environment, we know that everything matters.

We are determined to succeed

Every challenge is an opportunity. We work collaboratively and focus on safety, productivity and quality to find solutions we can be proud of and that provide a positive, lasting benefit.

We are one team

We work as one - in our teams and partnerships, and with our customers. We respect each contribution, and everyone stands up to be counted. We are Team Robertson.

What's in it for you?

In addition to the salary, we offer a wide range of rewards and benefits, including 33 days annual leave, private medical cover, car or car allowance, a great pension and valuable life assurance. What's more, you'll also be able to make the most of a range of brilliant extras. These include our Cycle to Work Scheme, discounts at restaurants and cinemas with a Taste Card, annual flu vaccine, and Health & Wellbeing and Life Management Support for you and your family.

When it comes to diversity and inclusion, we see things differently at Robertson. We're a company with strong family values and are committed to building a workforce which reflects the diversity of the customers and communities we serve. That's why we're working to create a truly inclusive workplace where everyone can feel welcome, included, and where we can all be our authentic selves.

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