

Assistant Quantity Surveyor

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Company: RSK Group

Location: United Kingdom

Category: business-and-financial-operations

The Vacancy

Interpretation/understanding of the respective obligations, responsibilities and liabilities of the parties to the contract.

Interpretation/understanding of the contract estimate (including settlement adjustments).

Assisting Intermediate Quantity Surveyor/Quantity Surveyor with:

Providing commercial/contractual/financial advice/guidance to the delivery team.

Ensuring that all delivery staff adhere to the agreed delivery procedures and reporting systems.

Preparation and production of all agreed reports to predetermined deadlines.

Management of subcontract works packages including Subcontract documentation, Interim assessments and Variations.

Archiving of all essential project documentation.

Resolution of commercial, contractual and construction problems.

Protection of the Company's commercial interests including prompt payment for work executed.

About You

GCSE Maths and English.

Studying for HNC, HND or Degree.

Involvement in/awareness of: Subcontract Accounts, Procurement Schedules, Applications for Payment, Final Accounts, Cost/Value Reporting and Variations/Compensation Events.

Quantity Surveying. Standard Forms of Contract. Construction processes.

Solid written and verbal communication skills. Solid Numeracy Skills. Intermediate knowledge of Excel and Word. Ability to solve problems.

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