

Job title:	Assistant Quantity Surveyor
Department:	Commercial
Responsible to:	Commercial Manager

Job Purpose:

Working as part of the Commercial team, you will ensure commerciality is at the forefront of all that we do. Responsibilities will include; project cost control, risk and opportunity management, subcontract administration, CVR reporting and cost forecasting.

Main Duties and Responsibilities:

- Responsible for multiple live developments through to final account with expectation for minor involvement in pre-contract works. With support from Senior Quantity Surveyor where required.
- Finalise detailed budgeting for allocated sites using information provided by pre-contract team – including formal subcontract appointments.
- Complete regular CVR and KPI reporting to inform company management of performance.
- Challenge and aid understanding of value improvement through evidenced cost information.
- Influence commercial control across allocated sites by understanding and adhering to agreed policies and documentation for the management of subcontractors and contracts.
- Act to acquire new sub contractors and manage current relationships (new and existing) to ensure the business is resourced accordingly
- Complete commercial activities to identify key metrics and prepare reports for senior management
- React to site requirements to ensure continuity of delivery.
- Delivery of budgets, viabilities and cost information reports into both peers and senior management
- Ensure compliance with CDM and project timelines

Key Attributes	Core: <ul style="list-style-type: none"> • Significant knowledge of the construction industry • Good IT skills, specifically MS Excel • Excellent attention to detail • Ability to manage multiple stakeholders and key colleagues •
	Desirable: <ul style="list-style-type: none"> • QS Degree or working towards qualification
Qualifications/ Experience	Core: <ul style="list-style-type: none"> • Full driving licence • Experience of working proficiently with key software packages: COINS / Story

	Homes Viability model <ul style="list-style-type: none"> • Excellent communication skills and problem solving skills • Experience of working with and managing sub-contractors
	Desirable: <ul style="list-style-type: none"> •

I confirm I have read and understood my job description.			
Employee Name		Date	
Employee Signature		Date	
Line Manager Signature		Date	

It is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.