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Assistant Quantity Surveyor

The Role:

The Assistant Quantity Surveyor will provide advice and report on and control all commercial and financial aspects of projects and contracts. The role includes offering support to the Project Manager to allow projects to be safely delivered on time, to budget and to achieve the highest levels of customer satisfaction and enable the Company's 'Three Pillar Objectives' to be achieved. The Assistant Quantity Surveyor will also assist the Quantity Surveyor in providing commercial expertise for projects to maximise returns by working within robust procedures to support the Commercial Manager and Project Managers.

Key Responsibilities:

Manage resources

Produce and send enquiries to subcontractors inviting them to tender and engagement with supply chain

Receive and analyse quotations, liaising with Contracts Managers and Site Agents regarding price, proven history, availability etc.

Notify in writing both successful and unsuccessful subcontractors in a timely manner

Produce and process formal subcontract documents and certify interim and final payments and final subcontract account

Produce bill of quantity/activity schedule for payment purposes

Produce cash flow forecasts for internal and client purposes

Monitor and control income and expenditure on contracts e.g. interim/final applications for payment/final accounts/payments for late monies etc. liaising where necessary with the relevant people e.g. engineers, clients etc.

Produce relevant monthly reports for the Commercial Manager e.g. cost and value comparisons, turnover forecasts etc. ensuring information is complete and accurate

Manage information

Contribute to and attend financial and progress meetings with the client engineers and subcontractors as required

Provide advice and support to the site team in order to optimise the use of contract resources

Provide support for the Managing Surveyor in terms of data input etc.

Give feedback to Estimators and Contracts Managers with regard to contract pricing, projected profit/loss, pricing omissions etc.

Key measures & targets:

Accurate monthly forecasting

Ability to challenge resources and costs

Maintaining deadlines in line with monthly commercial calendar

Key relationships:

Commercial Manager/Managing Quantity Surveyor and rest of commercial team

Business Development and Bid Managers

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Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Ability to use a range of IT packages including Microsoft Office and bespoke packages
Exceptional relationship building skills
Self-motivated and proactive
Commercial awareness and understanding of the Construction process
Excellent communication skills, both oral & written
Negotiation skills and ability to apply those skills internally, externally & with our supply chain.
Positive attitude at all times and the ability to integrate and play active part in the Construction Team
Good organisational skills and the ability to prioritise to meet deadlines
Keen to pursue personal development needs and maintain up-to-date knowledge

Desirable

Degree-qualified or equivalent, but with appropriate experience and knowledge
Wide experience of the civil engineering industry with a reasonable degree of water industry experience
CSCS card

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- Company car/car allowance
- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

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How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.