

 <p>Adeiladwyr T.A.D. Cyf T.A.D. Builders Ltd</p> <p>INTEGRATED MANAGEMENT SYSTEM</p>	<p>JOB VACANCY</p>	<p>STANDARD FORM</p> <p>THRF: 10</p>
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Due to the recent award of some exciting projects, we are seeking a suitably experienced Assistant Quantity Surveyor to support our team in the South Wales region.

This role presents an excellent opportunity to join an established company with opportunities for career development and progression. We offer an attractive salary and benefits package appropriate to the position.

Job Title: ASSISTANT QUANTITY SURVEYOR

Reports to: COMMERCIAL DIRECTOR

Key Responsibilities:

- Supporting the Commercial Director and Commercial Team in the day to day management of a portfolio of contracts.
- Assisting in the preparation of tender documents as required including the preparation of Bills of Quantities.
- Assisting in the analysis of tenders and preparing tender reports during all stages of procurement.
- Assisting with Contract Administration including management of Requests for Information, Early Warning Notices and Compensation Events.
- Assisting in the commercial aspects of projects during pre-construction and construction phases and assist in preparing final accounts.
- Taking part in contract reviews.
- Assisting in the preparation of regular management reports, estimates and cost plans in line with the brief.
- Measurement of works in accordance with the various standard methods of measurements.
- Assisting in measurement of Contractor's performance against Key Performance Indicators.
- Maintaining contract records and correspondence.
- Managing Subcontractor relationships as required to deliver the contract requirements.
- Attending design team and progress meetings as necessary.
- Assisting in production of lessons learnt report for post contract review.

Skills, Knowledge & Experience

- B.Sc in Quantity Surveying and / or a proven track record of relevant experience in the construction industry.
- Experience of working in the construction industry.
- Understanding of contract preparation, procurement procedures and contract administration.
- Demonstrable ability to deal with people across a wide range of management levels and technical expertise.
- Effective time management – efficient and adding value to projects.
- Ability to establish and maintain good working relationships with colleagues, clients, consultants and subcontractors.
- Technical awareness and able to work with the project team to deliver all post contract services to assist in solving project issues.
- Familiar with management systems and procedures for procurement and contract management.
- Practical knowledge and experience of NEC 3 family of contracts.
- Full UK driving licence
- Good IT skills.

TAD Builders Ltd is an equal opportunities employer