

Job Description

Job Title: Assistant Quantity Surveyor

Position Reports to: Associate Director/Director

Location: Hitchin, Hertfordshire

Salary: £25,000 - £35,000 per annum

Company Overview

Trebes Consulting is a construction consultancy practice that specialises in providing Quantity Surveying and Project Management support services to construction clients and contractors across the UK.

Our team specialises in the NEC form of contract and our Director, Barry Trebes is an NEC4 Drafter and author of several Institute of Civil Engineers (ICE) books.

As an employer, we take pride in offering our employees a great opportunity to work on projects that range from small office developments to large infrastructure projects and our commitment to personal and professional development is key to investing in the future of our team.

Everyone at Trebes Consulting is passionate about construction and are committed to delivering an outstanding quality of service to our clients. In return you will receive:

- 23 days annual leave + bank holidays
- APC training and professional membership fees (if applicable)
- Pension
- Life Insurance
- Health Insurance
- Mobile phone and laptop

Location: Our main office is in Hitchin, Hertfordshire. However, given the nature of the work travel will be required on a regular basis to visit clients.

Main Purpose:

Assist with all aspects of quantity surveying, from pre-contract (prior to the construction project starting on site) through to post-contract services (the construction period) in line with our Client's requirements.

This includes:

- Quantifying construction elements to assist in the costing and procurement of buildings and structures
- Attending site to track progress and carry out valuations

- Assist with the preparation and agreement of final accounts
- Work with a variety of other construction professionals including Architects, Engineers, Project Managers and Construction Trades
- Support the Trebes Consulting Directors to always represent the company professionally.

Key Responsibilities at Trebes Consulting:

- Carry out Assistant Quantity Surveying services throughout different stages of projects
- Assist to maximise value recovery, cost control and cash management on projects
- Assist in the protection of the Company's contractual position
- Assist with the production and agreement of accounts on projects worked on
- Assist with the preparation of financial project reports
- Assist with the preparation of final accounts and claim documents
- Assist with the development and active promotion of the Trebes Consulting business
- Administrative tasks including managing drawing revisions and other project documentation

Generally:

- Form good relationships with all clients, contractors and supply chain
- Actively promote the company's image
- Compliance with the companies policies and procedures
- Administration including managing drawings, copying and filing paperwork
- Any other duties which are reasonable

Skills and Knowledge Requirements:

- Confident and professional
- Good communication skills
- Excellent organisational skills
- Hold GCSE grading's of at least Grade 4 (previously GCSE Grade C) or better in both Mathematics and English Language
- Have (or be forecast to achieve) at least 120 UCAS Points or such other qualifications to enable enrolment onto a Quantity Surveying Degree Apprenticeship
- Strong writing and numeracy skills
- Proficient in Outlook and Microsoft Office
- Hold a full UK driving licence
- Be willing to travel and be involved with projects all over the country

To apply for this role, please send your CV along with a covering letter to info@trebes.co.uk.