**Assistant Quantity Surveyor**

Do you want to be part of a successful company? An excellent opportunity has arisen for a motivated and customer focused Assistant Senior Quantity Surveyor to join our growing Commercial Team within Taylor Wimpey Manchester in Stretford.

We are currently looking for an individual with exceptional communication and negotiation skills, attention to detail and Business & Commercial Acumen.

Working closely with the Commercial Manager you will be expected to assist in the commercial function and reporting for projects within the region including sub-contract procurement, payments, benchmarking, rebates, WIP, cash flows and valuations.

The successful candidate will also monitor and report build costs periodically reporting any savings and excesses; Assist in the tendering and procurement of sub-contractors and suppliers in accordance with the development programme for each site; Collaborate in the monitoring and evaluation of contractor performance.

**The Role:**

* Negotiate and place orders for labour and material sub-contractors and suppliers on a competitive tender basis
* Ensure all specifications and programmes are complied with and that quality is not compromised
* Monitor invoicing procedures and resolve any issues in conjunction with the Finance Department
* Assist in the calculation of all the prime costs on developments within the business, reporting any movements in the costs since the preparation of the land purchase exercise. Prime costs to include but not restricted to dwelling structures, professional fees, abnormal, and infrastructure costs
* Assist in the preparation of Site Budgets for authorisation by BUMT at the appropriate time
* Responsible for processing all Contractor, subcontractor and consultant orders and payments, variation orders and day works
* Undertake valuations of production at budgeted cost on a quarterly basis
* Report on savings and excesses against budget costs to the SQS/Commercial Manager
* Be aware of all codes of practice that impact on cost e.g. Building Regulations, NHBC requirements, HSE etc
* Monitor, reconcile and recharge any costs which relate to shared cost items with external companies or within the group
* Attend pre tender, pre start and any other relevant meeting as required under the Company’s Operating Framework
* Any other duties as required by the Commercial Manager/Commercial Director

**The Person:**

* Good knowledge of Building Regulations, NHBC and Health and Safety requirements
* Industry related business qualification
* 3yrs experience working in an industry related commercial team
* IT literate (COINS system preferable)

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

If you wish to be considered for this role then please apply in writing to andy.marriott@taylorwimpey.com

for the attention of Andy Marriott, Commercial Director, TW Manchester**.**

**Closing date:** Friday 23rd October 2015

**Internal applicants – please advise your Line Manager if applying for this role.**