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| **Job Title:** | **Assistant Quantity Surveyor / Quantity Surveyor** | |
| **Business:** | **Taylor Wimpey East Midlands** | |
| **Location:** | **Leicester** | |
| **Reports to:** | **Commercial Director** | |
| **Direct Reports:** | **Head of Surveying** |  |
| **Main Interfaces** | **All staff and external consultants/contractors involved in site development.** |  |

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| **The Role** |
| An exciting opportunity to further advance your home building career to join the leading East Midlands home builder of choice, who offer un-rivalled training and career progression  Your role will be to assist in the commercial function, as part of a successful team working and reporting for a number of housing development projects within the East Midlands region including the successful negotiation of sub-contract procurement, payments, benchmarking and controlling costs, looking after rebates, monitoring work in progress, projecting cashflows and preparing valuations.  You will be able to monitor and report build costs periodically reporting any variances whilst having an influence on the financial management of each development under your control  You will be able to influence with and assist in the monitoring and evaluation of Contractor and supplier performance.  You will regularly have an input to the management of external consultants involved in all aspects of the commercial function. |
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| **Key Activities** |
| **1. Scheduling and quantifying materials and labour** |
| * Negotiate and place orders labour & material subcontractors 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. |

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| **2. Commercial Management** |
| * Calculate 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, site abnormals and infrastructure costs. * Assist in the preparation of Site Budgets for authorisation by BUMT at the appropriate time. * Manage closed sites provisions. * Assist in monthly WIP and cashflow forecasting * Maintain schedules of quantities and price them individually within Bill of Quantities and Coins |

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| **3. Monitor and report costs** |
| * Monitor and explain all cost movements within the site valuation. * Responsible for processing all subcontractor and consultant orders and payments, variation orders and day works. * Undertake valuations of production at budgeted cost on a bi-monthly basis. * Report on savings and excesses against budget costs to the Head of Surveying/Commercial Director. * Forecast final accounts. |

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| **4. General** |
| * Be aware of all codes of practice that impact on surveying e.g. Building Regulations, NHBC requirements, HSE etc. * Monitor, reconcile and recharge any costs, which relate to shared cost items with either other businesses within the Group or external Companies. * Attend pre start, specification and any other relevant meeting as required under the Company’s Operating framework. * Input and maintain any computer based databases or systems. * Any other duties as required by the Commercial Director. |

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| **Key Competences** |
| * A desire to be the best * Team Working * Negotiation Skills * Attention to Detail * Business Acumen * Customer Focus * Communication * Motivation |

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| **Key Experience** |
| * Good knowledge of Building Regulations, NHBC and Health and Safety requirements. * An Industry related business qualification or on your way to one. * Managing internal and external customers * IT literate (COINS system preferable). |

**If you would like to be considered for the role please send your CV to Mark Caines**

**(**[**mark.caines@taylorwimpey.com**](mailto:mark.caines@taylorwimpey.com)**) by 12th June 2015.**