**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 Quantity Surveyor to join our growing Commercial Team within Taylor Wimpey.

We are currently looking for an individual with excellent negotiation skills and attention to detail.

Working closely with the Senior Buyer or Commercial Director you will be expected to assist staff with general administrative duties and low key orders within the buying department.

**The Role:**

**Primary responsibilities:**

* Commercial reporting of projects within the region
* Negotiation and procurement of all JCT Design & Build and TW Framework Agreements
* Management of external consultants
* Tendering and procurement of consultants in accordance with the design programme for each site.
* Monitoring and evaluation of Contractor performance and take any appropriate action.
* Management of external consultants involved in the commercial function.
* Ensuring accurate commercial reporting of Joint Venture schemes
* Ensuring awareness of continuing product development in light of changes in legislation
* Attending pre-start meetings, design meetings and any other relevant meeting as required
* Undertaking regular site visits
* Any other duties as required by the Commercial Manager

**Resource Management assistance**

* Liaise with and support the Land Department with regard build cost and fee provisions within land appraisals
* Liaise with the Sales and other Departments with regard to specification on a site-by-site basis, advise on cost and availability of materials and products and produce specifications
* Liaise with the Project and Construction Departments in respect of the technical aspects, programming and delivery construction phase of the scheme
* Liaise with the Finance Department with regard accurate reporting of cashflow and management accounts
* Liaise with the Customer Relations Department with regards to post handover supply chain management

**Scheduling and quantifying materials and labour assistance**

* Negotiate and place orders with Main Contractors, labour & material subcontractors/suppliers and consultants 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
* Work with all contractors and suppliers to negotiate best deals where appropriate and work with other departments to improve cost effectiveness

**Full commercial management assistance**

* Calculate all the prime costs on developments within the business, reporting any movements in the costs since the preparation of the land purchase exercise
* Provide a detailed Site Budget for authorisation by BUMT at the appropriate time
* Manage closed sites provisions
* Monthly WIP and cashflow forecasting

**Assistance with monitoring and reporting costs**

* Monitor and explain all cost movements within the site valuation
* Evaluate, prepare and present CVR’s and Risk & Opportunities
* Responsible for all Contractor, subcontractor and consultant payments, variation orders and day works and settlement of final accounts
* Undertake valuations of production at budgeted cost on a bi-monthly basis
* Report on savings and excesses against budget costs to the Director
* Forecast final accounts

**The Person:**

* Strong team player with an energetic outlook
* Good communication skills both internal and externally. Maintaining a consistent positive impact with others and developing positive / trusted relationships
* Ability to multi-task and be able to prioritise workload
* Develop and support collaborative team working. Have effective networks both in and outside of the business unit
* Is solution focused and problem solves to drive results
* Ability to work under pressure and to deadlines
* Ability to manage people, processes and time
* Attention to detail and accurate reporting
* Used to working within a fast paced and pressurised office
* Committed to customer satisfaction
* Well organised and capable of organizing and leading others
* Competent PC skills, including COINS, MS Word, Excel, Outlook, PowerPoint
* Working in a multi-disciplinary environment
* Good knowledge of the full development and technical process

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

If you are successful at interview and the Company considers making an offer of employment, you may be asked to give your consent to the following pre-employment check[s] being undertaken by our third party provider, Experian (or any other appropriate third party provider that the Company chooses to engage).

The type of checks made will depend on the role in question but may include any or all of the following

Criminal records (DBS);

Credit reference

DVLA

The purpose of such checks will be to assess your suitability for the role. If it subsequently transpires that you have given incorrect, false or misleading information, your application will not be taken further.

**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.

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