
JOB ADVERT

Assistant Quantity Surveyor

Competitive Salary

Liverpool Docks

Stopford are recruiting for a Assistant Quantity Surveyor, to join our Commercial Group to support with project delivery during the construction phase of a significant upgrade project. This project is with a major blue-chip organisation within our Resource Recovery Sector.

Reporting to the Project Procurement and Contracts Manager, an experienced qualified Quantity Surveyor, the Assistant Quantity Surveyor will provide assistance to the Project Management team and the Construction Management team during the lifecycle of the project. You will be expected to perform to the highest standards by ensuring our client procedures and values are represented professionally without compromise. This is an excellent opportunity to develop your skills and work with experienced and knowledgeable teams.

You will be based on site at Liverpool Docks with the occasional requirement to attend our Knutsford office. This is a full-time permanent position.

About Stopford

Stopford's business activities are at the forefront of the energy transition and together with our clients and partners, we are playing our part in tackling the biggest challenges of our time: Energy Security; Environmental Sustainability and Energy Affordability.

About you

The role of Assistant Quantity Surveyor is likely to suit those with post-graduation experience with a desire to understand and promote the Company purpose, vision, values and culture. Those who are organised structured and professional, with a passion for excellence striving to deliver the best.

Responsibilities include:-

- Assisting with Cost Estimation and Budgeting:
 - Supporting the preparation of cost estimates for construction projects, including material, labour and equipment costs.
- Preparing Tender Documents:
 - Assisting in the preparation and compilation of tender documents, bills of quantities, and cost breakdowns based on available design information.
- Measuring Quantities for Project Work:
 - Conducting site measurements and quantification of materials required for the construction phase.
- Learning Contract Management:
 - Gaining experience in contract administration, including review and understanding contract terms and conditions. Carry out both pre and post contract work.
- Supporting the Project Procurement and Contracts Manager:
 - Providing assistance to the Senior Project Management team.
- Support project reviews and audits.

- Attend and participate in project kick off meetings.

Role requirements

- Ideally HNC/degree in Quantity Surveying / Construction Management or equivalent with post-graduation experience.
- Numerically accurate.
- Logical and concise application of technical surveying principles as directed under guidance.
- Ability to demonstrate application of a number of aspects of the Quantity Surveying functions.
- Knowledge of construction products and practices.
- Sensible referral of problems to Senior Project Management team.
- Awareness of contractual obligations, breaches and remedies.
- Working knowledge and experience of NEC3/NEC4 forms of contract.
- Aptitude for a logical approach to problems and work generally.
- Working knowledge of Office 365 including One Drive and SharePoint with proficient use of Word and Excel.
- Eligible to live and work in the UK.
- Full UK/EEC driving licence.

Security Clearance

The successful candidate may be required to achieve and maintain security clearance of at least Security Check level (SC clearance) for this role.

Benefits

Employment at Stopford brings many benefits including:

- Competitive salary
- Profit related bonus payment (10%)
- Pension (5% employer and 5% employee)
- 25 days holiday plus bank holidays
- Additional day off to celebrate your Birthday
- Private medical insurance
- Employee assistance programme
- Free on-site parking
- Reimbursement of professional membership fees
- Long service awards

Please go to our website for a full job description to familiarise yourself with all of the responsibilities, skills and experience required before you apply.

Please note that we do not accept applications from agencies, and you must be eligible to live and work in the UK.

We look forward to receiving your CV for the post of Assistant Quantity Surveyor.

Closing date: 23 February 2025

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommend that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

Job Description

Position: Assistant Quantity Surveyor

Group: Commercial

Location: Liverpool Docks

Ambition

Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

Values

Our values guide the way we carry out our everyday activities to achieve our ambition:

- Responsibility – Committed to ethical and responsible actions
- Innovation – Innovation to create sustainable value
- Unrivalled expertise – Delivering a world class service
- Inclusivity – Working together with mutual respect
- Sustainability – Awareness at every opportunity

Description

Reporting to the assigned Project Procurement and Contracts Manager, the Assistant Quantity Surveyor will provide assistance to the Project Management team working closely with the Project Procurement and Contracts Manager and the Construction Management team during the lifecycle of the project.

You will be required to perform to the highest standards by ensuring our client procedures and values are represented professionally without compromise.

Key Responsibilities

- Assisting with Cost Estimation and Budgeting:
 - Supporting the preparation of cost estimates for construction projects, including material, labour and equipment costs.
- Preparing Tender Documents:
 - Assisting in the preparation and compilation of tender documents, bills of quantities, and cost breakdowns based on available design information.
- Measuring Quantities for Project Work:
 - Conducting site measurements and quantification of materials required for the construction phase.
- Learning Contract Management:
 - Gaining experience in contract administration, including review and understanding contract terms and conditions.
 - Carry out both pre and post contract work.
- Supporting the Project Procurement and Contracts Manager:
 - Providing assistance to the Senior Project Management team.
- Support project reviews and audits.
- Attend and participate in project kick off meetings.

Minimum Requirements – Education and Experience

- Ideally HNC/degree in Quantity Surveying / Construction Management or equivalent with post-graduation experience.
- Numerically accurate.
- Logical and concise application of technical surveying principles as directed under guidance.
- Ability to demonstrate application of a number of aspects of the Quantity Surveying functions.
- Knowledge of construction products and practices.
- Sensible referral of problems to Senior Project Management team.
- Awareness of contractual obligations, breaches and remedies.
- Working knowledge and experience of NEC3/NEC4 forms of contract.
- Aptitude for a logical approach to problems and work generally.
- Working knowledge of Office 365 including One Drive and SharePoint with proficient use of Word and Excel.
- Eligible to live and work in the UK.
- Full UK/EEC driving licence.

Desirable

- Site Safety Passport (CSCS or CCNSG)
- Knowledge of food industry

Company Wide Aspects

- Adhere to Stopford's Business Management System.
- Align with and promote Company Values and Vision.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.