

Graduate Quantity Surveyor

NEWARK BASED
FULL TIME

THE JOB

REPORTING DIRECTLY TO DEPARTMENTAL DIRECTOR

- Prepare contract set up / summary sheets in line with company IMS protocol when orders are awarded.
- Assist and attend with any pre-award meetings.
- Be trained to understand the commercial risks of the contract and ensure all mitigation measures are outlined.
- Learn how to carry out credit checks and agree credit terms with our clients.
- Be trained to ensure a robust commercial handover.
- Liaise with the Operations Department to place any Sub-Contract Orders as necessary in a timely manner.
- Assist the Operations Department staff in the execution of their administrative duties by providing problem solving and assistance on day-to-day tasks.
- Learn how to assist the Operations Department when they are submitting valuations.
- Learn how to liaise with the Accounts Department regarding cash received and to maintain the 'Operations' database and 'Disputes' register.
- Assist with client negotiations over terms and conditions of contract to enable delay free start dates for operations.
- Any other general administrative task including photocopying & scanning of documents.

SALARY

- Company Car / Car Allowance
- Company benefits: Death in service – 2 x Salary, Income protection, Employee assistance programme, AarRewards discount portal, eye test vouchers, free parking and refreshments in some office locations
- Continued professional training & development opportunities

THE PERSON

SKILLS

- Understanding of health and safety
- Friendly and approachable while professional
- High level of accuracy and attention to detail
- Will be organised and calm under pressure
- Proactive, positive, and flexible to the needs of the business and the role
- Ability to prioritise own work and work of others to meet deadlines and achieve targets in a fast-paced dynamic environment
- Demonstrates a solid one team approach and "can do" attitude

QUALIFICATIONS AND EXPERIENCE

- BSc In Quantity Surveying (Ideally 2:2 or above) or
- BSc In Commercial Management (Ideally 2:2 or above)
- Full Clean UK Driving Licence (or working towards one)

Written applications to:
FAO HR

Aarsleff Ground Engineering, Hawton Lane,
Balderton, Newark, Nottinghamshire, NG24 3BU
hr@aarsleff.co.uk

*It is the policy of Aarsleff Ground Engineering Ltd to comply with all relevant legislation regarding Equal Opportunity and Diversity.



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