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| **JOB DESCRIPTION** | **GRADUATE QUANTITY SURVEYOR** |
| Name: | *[Insert Name]* |
| Location: | Exeter |
| Reports to: | Director / Associate Director / Managing Surveyor / Senior QS / QS |
| Supervises: | N/A |
| JD Review Date: | December 2020 |
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| **JOB RESPONSIBILITIES** |
| **Overall Objective:** | To work with other personnel, to successfully undertake aspects of the Company's business. |
| **Specific Responsibilities:**To carry out the following under the overall direction of a Project Leader (Supervisor): |
| 1. | Cost analysis of tenders. |
| 2. | Assist with estimating work and the preparation of tender and contract documents. |
| 3. | Assist in the preparation of valuations of work in progress and agreement of same with contractors. |
| 4. | Visit construction sites and take measurements, notes etc. |
| 5. | Computer input and development work predominantly using MS Excel, word and CATO software. |
| 6. | In connection with the foregoing duties, to utilize to the best advantage the computer equipment available in the office. |

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| **Additional Responsibilities applicable to:** *[name]* |
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| **Measure of Performance:**To successfully represent the Company using all the resources available in the office: |
| 1. | Accurately. |
| 2. | Within time targets reasonably set. |
| 3. | In a helpful and resourceful manner. |
| 4. | To the satisfaction of the Company and our Clients. |