

JOB DESCRIPTION	GRADUATE QUANTITY SURVEYOR
Name:	<i>[Insert Name]</i>
Location:	Milton Keynes
Reports to:	Director / Associate Director / Managing Surveyor / Senior QS / QS
Supervises:	N/A
JD Review Date:	December 2016

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.

Additional Responsibilities applicable to: <i>[name]</i>	

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.

JOB DESCRIPTION	ASSISTANT QUANTITY SURVEYOR
Name:	<i>[Insert Name]</i>
Location:	Milton Keynes
Reports to:	Director / Associate Director / Managing Surveyor / Senior QS / QS
Supervises:	Trainee QS
JD Review Date:	December 2016

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.	Estimates of construction work.
2.	Cost analysis of tenders.
3.	Valuations of work in progress and agreement of same with contractors.
4.	Cost Reports giving forecasts of final costs of projects and cash flow, during the construction phase.
5.	Final Accounts and agreeing same with contractors.
6.	Assist with estimating work and the preparation of tender and contract documents.
7.	Assist in preparation of programmes and other project management duties.
8.	In connection with the foregoing duties, to utilize to the best advantage the computer equipment available in the office.
9.	Supervise and train other Trainee QS and Technicians who may be allocated to work under your direction.
10.	Assist with archiving and general office administration.
11.	Perform role of Project Monitoring Surveyor in accordance with lender instructions.

Additional Responsibilities applicable to: [name]	
12	Visit construction sites and take measurements, notes etc.

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.