

JOB DESCRIPTION

Assistant Surveyor

Job Title: Assistant Surveyor
Salary: £negotiable
Type: Full-Time, Permanent, Office & Site based.
 (08:30 – 17:30 / Mon – Thu, 08:30 – 17:00 / Fri)
Department: Central Functions
Location: Office & Site based.
Report to: Commercial Manager
Benefits: Private Health Cover, Pension

Main Purpose of the Role

This role provides assistance to the Commercial Manager and Surveying Team in the control of all commercial aspects of our customer and sub-contractor contracts. This extends from the initial order right through to the final account, in accordance with Company procedures. Some knowledge of surveying practices in the construction industry and experience of AV systems and technology would be advantageous, but not essential. We will provide full support and training.

Main Responsibilities

- 1) Assist with maintaining commercial records for projects managed by the Surveying department.
- 2) Assist with issuing sub-contract orders and managing sub-contract accounts.
- 3) Assist with providing financial information for allocated contracts in liaison with Project Managers / Engineers, Installation Supervisors / Foreman, Purchasing and Accounts Departments.
- 4) Assist with submitting regular applications for payment for works carried out and ensuring payments are received in accordance with the contract requirements and dates.
- 5) Assist with monthly analysis of financial performance of projects, in conjunction with Project Managers / Engineers.

Qualification and Experience

We are looking for a well-rounded individual, who is keen to learn and progress with the surveying team. This role would suit someone from an accounts and/or construction background. An eye for detail and a good head for figures would be of benefit, but overall, the candidate should be a confident individual who is able to communicate well with the other members of staff. This is a varied and exciting opportunity within an established award-winning company based in the High Wycombe office. The job will involve traveling to sites as well as working in an office location, so holding a full driving licence is essential.

Key Skills & Achievements

Required Successful candidate must demonstrate the following skills and experience:	Desired Although not required, it would be an advantage to be able to demonstrate the following:
Good computer skills required – MS Office	Experience working in the construction industry
Good literacy skills	
Full driving licence	
Common sense	

To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk