

JOB SPECIFICATION



Position: ASSISTANT QUANTITY SURVEYOR

Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately owned company consisting of the following operational divisions:

- Quarry Products
- Construction – Civil Engineering, Utilities, Building & Surfacing
- Property and Development
- Waste Services
- Haulage and Plant Hire

Based at Caplich Quarry in Alness, the company currently employs in excess of 170 personnel and operates out of two further depots; a quarry in Dornoch and a waste transfer station in Inverness.

Position

This is a **permanent, full-time** position working within our Construction Department. The position is based at our main offices at **Caplich, Alness** or any operational site as may be allocated, and will report to the Managing Surveyor.

Principal Job Responsibilities

Duties will include assisting in the effective management of all financial, commercial and contractual issues relating to the Construction Department's workload including Building, Civil Engineering, Surfacing and Utility Works.

The aim will be to develop your skills and contribution over a period of time and aide in the development and implementation of procedures and processes to minimise risk, maximise revenues and properly control the commercial functions of project delivery. We would also anticipate assistance in the company's aims to achieve departmental growth, profitability and cost reduction targets as may be set.

Principal roles and responsibilities, spanning multiple contracts with values from £1k to £2m, will include:-

- Assisting the operational team with successful project delivery – in terms of health & safety, quality and profitability
- Financial cost management and reporting
- Credit control and cashflow management
- Subcontractor procurement and administration
- Preparation and agreement of interim valuations and final accounts
- Other associated activities as may be from time to time be required / allocated

The above list is not exhaustive

Applicant

The successful applicant will ideally have the following skills, qualities & experience:

- Previous relevant experience, ideally within a similar role.
- Recognised relevant academic qualification.
- Construction Skills Certification Scheme qualification of a relevant type (CSCS).
- Experience of working with standard forms of construction contract, in particular JCT and NEC forms.
- Knowledge of Health & Safety and Environmental legislation.
- Full UK driving license.
- Structured and diligent approach to task management and record keeping.
- Good communication skills, with both clients and other company personnel.
- An aptitude for multi-tasking and efficiently structuring daily tasks.
- Be computer literate with experience in word, excel, project, etc.
- The ability to assist and co-operate with other personnel.
- The ability to promote a good image of self and the company.
- Flexibility and willingness to undertake tasks out-with the key job responsibilities.
- Be trustworthy, friendly, timeous and reliable.

Working Hours

The standard working week consists of the following:

Mon-Fri 8:00 - 17:00 with appropriate breaks.

There will be a requirement for flexible working to accommodate operational demands outside of this.

Remuneration

Proposed salary is **£negotiable depending upon relevant experience**. Wage reviews are conducted annually.

In addition, other benefits will be offered which may include company vehicle, pension, health insurance, etc.

Probationary Period

The company operates a standard 3 month probationary period, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

Holidays

Annual holiday entitlement is 30 days (for full-time positions) which is inclusive of recognised public holidays. You are required to reserve a specified amount of your annual holiday entitlement to cover the annual Christmas and New Year shutdown period. This is normally 10 days.

PMA will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements. Minimum notice periods will apply to such requests.