

**Job Description:** Assistant Quantity Surveyor

**Location:** Harold Wood, Romford, Essex  
(with travel to sites across London and the South East as necessary)

**Role Purpose:**

Provide a quantity surveying service across a range of projects under the guidance of a more senior surveyor to ensure they are delivered on time and within budget.

**Role Responsibilities:**

Support the senior commercial team with the following:

- Liaise with customers and project managers
- Management of commercial and contractual aspects of relationships with customers, consultants and subcontractors
- Measure, price, negotiate and agree budgets and costs for variations to project scope
- Check project costs are correct and raise/resolve queries where necessary
- Attend pre-contract meetings, liaise with a wide range of construction professionals, and ensure timely completion of agreed actions
- Produce and maintain up to date procurement schedules
- Compile and issue invitations to tender, analyse subcontractor quotations and make recommendations for placement of orders
- Compile subcontract orders for approval
- Visit site to measure and value works completed
- Assess subcontractor payment entitlement and process payments
- Carry out reconciliation of cost and value to date/forecast to keep the management team informed of project performance
- Work closely with contract and site management staff to support the smooth running of the office and the site, carrying out other duties as required

**Applicant Requirements:**

The successful applicants will:

- hold a relevant degree (e.g. Quantity Surveying or Construction Management);
- demonstrate a genuine interest in construction;
- be able to work well both in a team and individually;
- possess good communication skills;
- be self-motivated, detail orientated and very organised, with an aptitude for working with numbers and absorbing and analysing technical information;
- have good IT skills (including proficiency in using Microsoft Excel and Word);
- have good numeracy and literacy skills evidenced by good grades at GCSE level (or similar) in Maths and English Language;
- hold a full driving licence.

Applications, enclosing a full C.V. should be sent to:

Debbie Patmore, Office Manager at [Debbie.patmore@thomas-sinden.co.uk](mailto:Debbie.patmore@thomas-sinden.co.uk)