

Assistant Quantity Surveyor

The opportunity

Due to continued growth, we have an exciting opportunity for an enthusiastic and self-motivated Assistant Quantity Surveyor/Estimator to join our fast-paced commercial team.

In this role, you will be involved from tender through to final account, assisting our experienced commercial team on contracts within the new build housing and commercial sectors. Our clients include national developers, regional housebuilders and construction companies with projects ranging from £200k to £4m.

Tasks within this surveying role will cover measurements, variations, Dayworks, payments and assisting with the agreement of final account and reporting. It's an exciting time to join HBS and play a key role in helping the company achieve future growth targets.

More about us

HBS Group Southern is an established and dynamic mechanical and electrical building services specialist, based on the South Coast.

For over 70 years we have maintained our focus on high-quality workmanship and first-class customer service. Today, many of the UK's top housing developers, blue-chip and public sector organisations choose HBS as their trusted delivery partner.

We provide a truly integrated and efficiently managed end-to-end service for the mechanical, electrical, and renewable energy requirements across the construction industry.

Key responsibilities include:

- Reviewing drawing changes and revisions
- Complete take-offs from drawings and extract relevant information from specifications
- Liaise with approved suppliers and subcontractors to gain and evaluate competitive quotations. Verify these and ensure they meet project requirements
- To assist the QS in producing accurate estimates with full breakdowns for approval
- To assist the Estimator in delivering value engineering through a tender process
- Liaise with M&E subcontractors to ensure compliance with daywork claims
- Produce forecasting reports and costs to date reporting
- Manage purchase orders for material call off
- Attend tender meetings with clients as required
- Site visits to assess progress of works

What qualifications and skills are we looking for?

We are looking for a competent Assistant Quantity Surveyor who is looking to move their career forwards and gain some relevant hands-on experience. The ideal candidate must be enthusiastic, have a good work ethic and a willingness to learn.

- At least 2 years of previous experience working as an Assistant Quantity Surveyor with a building services/ construction / consultancy company
- An understanding of residential new build installations is preferred
- Confident at communication and negotiation skills
- Ability to work well under pressure and prioritise efficiently
- Proficient numeracy and IT skills are vital
- Keen to continue professional development and career progression

We offer:

- Full-time position offering a competitive salary
- 20 days annual leave plus Bank Holidays
- Company Pension Scheme

If you think you could be the perfect fit for this role and would like to apply, please email a covering letter and CV to careers@hbsgroupsouthern.co.uk Applicants must have a Right to Work in the UK.