



Assistant Quantity Surveyors – Central Scotland and Aberdeen

Ogilvie Construction, a Scottish based Main Contractor, wishes to recruit **Assistant Quantity Surveyors**. Reporting to the Project Surveyor/Commercial Manager, you will assist the team of Surveyors in managing all Commercial aspects of the project. To manage financial and contractual performance of building contracts from pre-commencement through to the final account agreement. To be a team member providing support to the successful completion of projects on time and within budget.

Key tasks:

- Manage evaluation of the tender/contract sum, subcontractors and internally costed elements.
- Preparation of sub-contractor packages, issuing enquiries, preparing formal orders.
- Responsible for arranging and recording sub-contractor pre-start meetings and minutes.
- Reporting against the sub-contractor procurement tracker.
- Preparation of target prices for internal trades
- Assisting in preparation of, submission and agreement of main contract interim valuations.
- Provide support and advice to administration/accounts staff on any monies due, the dates when monies become due, and provide support in collection of monies as and when required.
- Responsibility for re-measurement of the works, for main contract, sub-contractor valuations and in-house operations.
- Responsibility for sub-contractor payment applications, payments, payment and withholding notices in line with protocols.
- Assistance in preparation of financial and written reports for monthly internal cost report (CPR) meetings, and recording minutes.
- Pricing of contract instructions, provisional sums, pending instructions and maintaining a change control monthly tracker.
- Responsibility for coordinating and checking requirement for and provision of bonds, collateral warranties, project insurances.
- Preparation of final accounts with sub-contractors.
- Preparation of the main contract final account with the employer/employers quantity surveyor.
- Work closely with H&S to ensure adherence with policies and procedures
- Work closely with HR to manage any employee relations issues.
- Adherence to H&S and HR policies and procedures.

Skills/Qualification/Experience

- Degree qualified/ or working to degree qualification in an appropriate discipline.
- Working to membership of relevant professional institution is preferred.
- Sound knowledge of construction processes is essential.
- Good communication skills both written and verbal are required.
- Ability to work with, support and advise a team.
- Ability to work on own initiative, be assertive and confident and to prioritise to meet deadlines.

Person specification

- Able to work to demanding time and quality targets
- Ability to express yourself verbally in various meetings
- Excellent literacy and numeracy skills
- Competency at Microsoft Word Excel and Outlook
- Keen to develop relevant knowledge skills and techniques
- Demonstrates an ability to work methodically with attention to detail and
- Self-motivated with the ability to work on own initiative following guidance
- Able to manage a number of different tasks concurrently
- Shows and is willing to accept responsibility for completing designated tasks Outline

Hours of work are 8am to 5pm. An attractive package is on offer dependent on experience. Benefits include £/attractive salary, profit share scheme, generous holidays and excellent contributory Pension Scheme.

All cv's should be accompanied by a covering letter which details your experience to date and current remuneration and should be sent to Pauline Mercer, Group HR Advisor to [**recruitment@ogilvie.co.uk**](mailto:recruitment@ogilvie.co.uk)

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