

Key Responsibilities:

Reporting to the Commercial Director your key responsibilities may vary depending on the nature and stage of the project being worked on, but can include: -

- preparing tender and contract documents, including bills of quantities with the architect and/or the client;
- undertaking cost analysis for repair and maintenance project work;
- assisting in establishing a client's requirements and undertaking feasibility studies;
- performing risk, value management and cost control;
- advising on procurement strategy;
- identifying, analysing and developing responses to commercial risks;
- preparing and analysing costings for tenders;
- allocating work to subcontractors;
- providing advice on contractual claims;
- analysing outcomes and writing detailed progress reports;
- valuing completed work and arranging payments;
- maintaining awareness of the different building contracts in current use;
- understanding the implications of health and safety regulations.

Strong time management and communication skills are essential to this role as well as computer literacy and the ability to prepare reports and administer necessary paperwork.