



Assistant Quantity Surveyor

Portsmouth Water is one of the leading water companies in England and Wales, consistently being ranked first in the industry for customer service over the past 3 years. At the same time, we deliver the lowest customer bills, and are committed to continual improvement in both technology and performance to meet the needs of our customers.

Water utilities have to constantly address new challenges and problems, caused by global warming, ageing infrastructure, population growth and higher quality living standards. Portsmouth Water is no different, working hard to maintain and improve our above and below ground assets to ensure continuous high standards of water is supplied to our customers.

We are looking for an Assistant Quantity Surveyor to support our Quantity Surveyor, Project Managers and Engineers. This includes but not limited to:

- assisting the project managers in the administration of the contract
- evaluating and processing payment applications
- monthly project reporting
- administration of CEMAR and other project related software as required
- drafting, printing, and binding contracts for signature
- project manager commercial training/assistance
- building good stakeholder relationships
- project audits and contractor performance reviews
- raising PO's/WO's

Candidates will ideally have experience in the administration of NEC3/4 contracts, including frameworks, and be committed to building and sustaining collaborative relationships through the right behaviours including: promoting innovation, embracing change, encouraging honesty, fairness and pragmatism in an open and supportive relationship with our partners, operating at all times in a professional, considerate manner, and all with a positive attitude.

The new member of our team, working at all times within our values of excellence, respect and integrity, will be self-motivated, show initiative and commitment to positive, proactive health and safety. They will also need a full UK driving licence as the role may require travel to various Portsmouth Water sites. You will need to undertake our internal driver assessment. We are looking for a self-motivated individual, ideally with experience of administering NEC3/4 option contracts.

Other benefits include private pension scheme, private medical, support for professional and academic development. On site gym and 24-28 days annual leave and car allowance.

For an informal discussion please contact Kyla Hughes on 07872 108978.

**Salary £25-£31k plus benefits
(Grade 4 - 5)**

**Flexible working between our Havant
Office and working from home**

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**If applying externally please include your CV and
salary expectations.**

**Apply to: Ian Limb, Head of HR, PO Box 8,
Havant, Hants PO9 1LG**

E-mail: jobs@portsmouthwater.co.uk

Website: www.portsmouthwater.co.uk



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

Closing date: 9 NOVEMBER 2021