

# ASSISTANT QUANTITY SURVEYOR

**We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.**

We have an opportunity in our Investments Department for an Assistant Quantity Surveyor to support the delivery of Capital Projects. The person in this post will be responsible for assisting the Projects Managers in the administration of contracts

## Key Responsibilities:

- Assisting the project managers in the administration of contracts.
- Evaluating and processing payment applications.
- Monthly project reporting.
- Raising Purchase/Works orders and Administration of IFS activities.
- Administration of CEMAR and other project related software as required.
- Drafting; printing; binding contracts for signature.
- Project manager training/assistance on commercial matters.
- Building strong stakeholder relationships.
- Project and supplier audits and performance reviews.

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**320,000**

Properties supplied  
with water



**170 Million**

Litres of drinking  
water per day



**21**

Natural water  
sources



Excellence | Integrity | Future Focus

**£36,396 - £40,276**

**GRADE 6**

+ non-contractual bonus related to company performance of up to 6% of basic salary

### Hours:

Full-time | Permanent

### Holiday:

24 days increasing up to 28 days, plus bank holidays

### Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

### Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

CONTINUED

CLOSING DATE: 23 NOVEMBER 2023

### The successful candidate will:

- Have demonstrable experience of working as a Junior or Assistant Quantity Surveyor within the water industry, or within a similar industry.
- Be able to produce monthly reports to deadlines.
- Have experience of using CEMAR or other project related software.
- Be able to maintain great relationships with Stakeholders.
- Will ideally have experience in the administration of NEC3/4 contracts, including frameworks
- Be able to draft; print and bind contracts for signature.
- 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, always operating in a professional, considerate manner, and all with a positive attitude.

### What can Portsmouth Water offer you?



**Pension Scheme**



**Flexible Working Opportunities**



**Professional Development**



**Employee Assistance Program**



**Life Assurance**



**Annual Salary Review**



**Holiday Entitlement**

**Excellence in water. Always.**

Committed to a sustainable future together

## Apply Today

If you have the skills and experience to excel as our Assistant Quantity Surveyor apply today at [jobs@portsmouthwater.co.uk](mailto:jobs@portsmouthwater.co.uk)

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

**Apply Now**