



We are looking for an **Assistant Quantity Surveyor** to join our Stepnell team to support our projects across Warwickshire. In this role, you will support the Quantity Surveyor/Senior Quantity Surveyor in ensuring commercial and contractual control throughout the post-contract phase of construction projects. This position offers an excellent opportunity for growth and development in the construction industry.

Key Responsibilities:

- Assist in managing the commercial and contractual activities of the construction process.
- Maintain company standards while fulfilling contractual obligations
- Report directly to the Quantity Surveyor/Senior Quantity Surveyor
- Support the bid team during tender processes, advising on subcontractor selection, package scopes, and preliminary works
- Participate in pre-construction activities, such as "Build it in a Day," to support the project team and bid leader
- Assist in reviewing Conditions of Contract and prepare conditions for discussion with the Commercial Manager and other stakeholders, ensuring they align with financial and program implications
- Provide consultation and advice to the site team
- Help manage commercial and contractual arrangements, including preparing cash flow schedules, interim valuations, and variation agreements.
- Assist with the preparation and agreement of the Final Account
- Support the regular consultation with the client's team, providing monthly updates on the forecast final account
- Aid in managing and agreeing variations with subcontractors, including scope of Support in establishing and maintaining project profitability
- Identify and address contractual requirements in a timely manner
- Assist in managing commercial and contractual risks and opportunities using internal tools
- Contribute to recording lessons learned throughout the project lifecycle
- Ensure regular feedback from the supply chain and update the supply chain database as required
- Maintain project procurement schedules, ensuring timely and accurate procurement of labour, plant, materials, and subcontractor packages

The ideal candidate:

- A degree in Quantity Surveying or a related field (preferred)
- Knowledge of construction contracts and the commercial management of construction projects
- Strong analytical, problem-solving, and communication skills
- Ability to work collaboratively with cross-functional teams
- Proficiency in relevant software and systems



Why Stepnell

At our core, we are committed to inspiring, nurturing, and investing in our people, ensuring that their careers are both fulfilling and rewarding. As proud holders of Investors in People Gold accreditation, we recognise that our employees are the driving force behind our success. We value everyone's contribution and curiosity rules within our teamship philosophy. We aim to empower our people to make a difference and drive positive change across our business and services.

To show our appreciation, we offer generous and competitive benefits including, an enhanced pension scheme with a Stepnell contribution of 7% to help secure your financial future, annual leave that increases with service and the flexibility to purchase more, market-leading employee referral scheme, and for eligible roles comprehensive health coverage, adjustable start and finish times and a car allowance or company car.

Join us in a collaborative and inclusive environment where your well-being is our priority, and your contributions are truly valued.

About Us

We are a family-run business with a history of more than 155 years, we are stable and reliable, making long-term decisions in the best interest of our people and customers.

Our unique and growing capabilities span construction, property development, energy, joinery, and concrete repairs, enabling us to meet the diverse needs of our customers. With six regional offices in Nottingham, Rugby, Wantage, Bristol, Southampton, and Poole, across 3 business units, our geographical reach allows us to maintain high levels of repeat business, currently representing 75% of our turnover.

Our team of experts rises to every challenge, we are proactive problem solvers, and collaborate every step of the way, ensuring our customers have a smooth experience.