

**Graduate Quantity Surveyor****Location:** Derby Head Office.**Hours:** Mon-Thur 8.00am to 5.00pm, Fri 8.00am to 2.30pm, with half hour unpaid break**Salary:** Competitive Salary**About The Company**

Robinson Structures Ltd is a Steel Construction Specialist who provides 'concept to completion' build projects to the Agricultural, Commercial and Industrial sectors. The company is a family business which has grown into one of the most recognised names within the steel industry.

This is an exciting opportunity for an ambitious and driven Graduate wanting to join our busy Commercial team in managing the financial and contractual elements of our Construction Projects from tender to delivery. You will have just completed a degree in Quantity Surveying and have the desire to work towards achieving Chartered status as part of your career progression. The successful candidate will work closely with the Commercial Manager, to help deliver successful projects which exceed our customers expectations.

**What they are looking for:**

- An excellent organiser with proven time management skills.
- Excellent communication skill, both written and verbally
- Confident IT skills who is proficient in the use of MS office.
- Strong numerical skills and a natural negotiator.
- Passionate, organised, business-minded individual who is willing to grow with the business.

**What you will be doing:**

- Working closely with the Commercial Manager, Project Managers and Accounts Director, ensuring costs and variations are tightly controlled on all "live" Projects.
- Assisting in the commissioning and the delivery of programmes of work; including quote preparation, obtaining sub-contractor prices, etc.
- Managing the commercial resources (finance) of the assigned project to maximise planned gross margin through the placement and control of contracts and sub-contracts.
- Preparing client invoices, valuing variations and dealing with final accounts negotiations.
- Supporting the authorisation and submission of project variations
- Authorising the placement of contracts, subcontracts, material and plant orders, where appropriate.
- Ensuring that all business policies and protocols are implemented including those for risk management and SHEQ.
- Promoting our business values with the Client and ensuring customer expectations are exceeded.
- Being guided and mentored by the Commercial Manager and Senior Quantity Surveyors.

**To apply**

Please submit your CV and a Cover letter through the career hub stating why you are interested in the role. The advert can also be found on [www.Robinsons.com](http://www.Robinsons.com) under the Careers section.