

Commercial Assistant/Assistant Quantity Surveyor



Due to an expanding workload Geomarine have an exciting opportunity to join their team.

This role will offer you the chance to become an integral part of a team of engineers and managers delivering civil and geotechnical projects across the Bailiwick.

Reporting to the Commercial Director and working within a friendly team, previous experience in a similar role would be advantageous but is not essential. Training and support will be provided to suit the candidate.

ESSENTIAL SKILLS REQUIRED

- Self-motivation and attention to detail
- Comfortable with both an office and site based working environment
- An excellent grasp of mathematics with a logical and methodical approach
- Strong organisational skills with the ability to balance a number of work streams
- A real team player with well-developed interpersonal and negotiation skills
- Proficient communication skills, both verbal and written
- IT competence with the ability to use Microsoft Office (Excel, Word, Office, Teams, Project) Training to develop existing skills will be available
- A desire to learn new skills and knowledge relevant to the role

ROLE OBJECTIVES

- To assist the Commercial Director in supporting company site operations
- To undertake day to day commercial and administrative duties on a project by project and company-wide basis
- To assist in the production of accurate and reliable financial information and reports
- Whilst undertaking and developing in the role through on the job training, participation in formal further and/or higher education will be supported and encouraged

This is an excellent opportunity to develop a career in a flexible and fast-paced environment.

Further details of the role will be moulded to suit you as an individual. As such, we are open to the possibility of flexible working.

Please respond to recruitment@geomarine.gg - with a copy of your CV - for the attention of our Commercial Director, Matt Brooks

All applications are welcomed by sending a CV and brief description of your experience to recruitment@geomarine.gg



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