

# Assistant Quantity Surveyor/ Commercial Manager



Geomarine have an exciting opportunity 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 commercial 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 participation in related training courses and working towards a professional qualification 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.

Please respond to [recruitment@geomarine.gg](mailto: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](mailto:recruitment@geomarine.gg)



**01481 201015**  
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