Downloaded from <https://www.velvetjobs.com/job-descriptions/agent>

# Example of Agent Job Description

Our innovative and growing company is looking to fill the role of agent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for agent

* Have a CSCS card
* Have a 5 day SMSTS card
* Hold a driving licence
* Have attended some environmental training
* Set targets and KPI’s in line with Project / Business objectives and monitor performance
* Ensure that sufficient resources are allocated to the Works Section and that each has an appropriate level of ability
* Implement systems and processes to manage the quality of the constructive works
* Ensure production of the operational target programmes to reflect overall construction programme
* Prepare a cost plan and manage cost vs value
* Be able to clearly communicate the requirements of a safe system of work to ensure that these are followed accurately

## Qualifications for agent

* Understand method statements and have the ability to coach others in document production
* Be experienced in resource allocation and up skilling
* Have a clear understanding and experience of the requirements for handover and self-certification of the works
* Be able to analyse and offer improvement on a fully resourced stage programme in the accepted format / software
* Support the implementation and monitoring of Health & Safety policies and procedures in accordance with Kier other H&S related policies and procedures
* Support the implementation and monitoring of Business Assurance Systems (BAS) policies and procedures