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# Example of Agent Job Description

Our company is hiring for an agent. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for agent

* Ensure all labour, plant, materials and supply chain resources are accurately recorded
* Undertake financial forecasts, forecast reviews, final cost & value review with Commercial Team
* Minimise costs and ensure Target price fully reflects the works instructed through commercial awareness
* Escalate where expectations are not met
* Identify areas of opportunity and improvement
* Create a programme to plan and measure the day to day activities
* Ensure works are delivered in accordance with the specification
* Manage your team and supply chain to deliver projects to time, cost, and quality targets and standards
* Run reports and analyse data to ensure the works are programmed to exceed our targets and KPIs
* Manage the client relationship during delivery, including change and decision making to manage expectations

## Qualifications for agent

* 5 Day - Site Managers Safety Training Scheme (SMSTS) Certificate
* Team leader with organisational skills
* Commercial and Contractual awareness
* Liaise in a professional manner with Client, Client Representatives, General Public and other interested parties
* Completion of undergraduate program core coursework in law enforcement, law, or a health care related field
* Or completion of an associate program core coursework in law enforcement or a health care related field