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# Example of Agent Job Description

Our company is looking to fill the role of 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

* Responsible for the monthly cost and value figures for the area
* Any other suitable duty requested of you
* To achieve technical compliance of the project to the design specification
* General site management, including completion of all records as required
* Communicating with the Operations Manager and other colleagues to monitor progress and inform of problems
* Carry out and complete excavation and cable laying work on the WPD network as directed
* Set targets and KPI’s in line with Project / Business objectives and monitors performance
* Carry out constructive analysis of fully resourced programme
* Ensure site audits are undertaken and takes appropriate action on the findings
* Produce the risk schedule for section, reviews and updates

## Qualifications for agent

* HND in Civils Engineering or equivalent
* Sound engineering judgement
* Knowledge/experience in Microsoft Project, to facilitate accurate programme production
* Knowledge & experience of Partnering & target Cost framework contracts
* Able to work under pressure, using their own initiative
* Working in and around inland waterways would be an advantage