



QUANTITY SURVEYOR - JOB DESCRIPTION

The Role:

The successful Quantity Surveyor will be supporting the delivery of projects across all aspects of the business from a construction point of view.

Key Duties and Responsibilities will include but are not limited to:

- Assist in the identification of commercial risks and opportunities and carry out value engineering exercises as required.
- Prepare and manage material procurement schedules.
- Encourage and develop a culture of contractual awareness and ensure that contracts are fulfilled by rigidly maintaining records, contractual notifications, change control, etc.
- Prepare internal cost/value reports for upper management and other departments.
- Ensure risk registers, variation trackers and extension of time tracker sheets are reviewed and updated monthly and included within monthly reports.
- Preparation of Cost Reports and reviewing of project cost reports.
- Attend monthly management meeting, report on commercial issues, and offer opinion on matters arising.
 - Subcontractor procurement and account reviews during project.
- Daily liaison with accounts department.
- Review of supplier requisitions and accounts.
- Review of subcontractor documents and updating of templates, including appointment documents, payment certificates.
- Measure, price, negotiate and agree budgets and costs for variations to project scope.
- Check project costs are correct and raise/resolve queries where necessary.
- Management of commercial and contractual aspects of relationships with customers, consultants, and subcontractors.
- Assess subcontractor payment entitlement and process payments.
- Carry out reconciliation of cost and value to date/forecast to keep the management team informed of project performance.
- Assist in the guidance and development of junior surveyors.
- Manage project costs to ensure over all budgets are maintained.
- Look for opportunities to maximize revenue and reduce cost and identify and investigate losses.
- Advise on contractual matters – general and project level.
- Process contractual claims and all associated records.
- Look for opportunities to maximize revenue and reduce cost and identify and investigate losses.
- Assist with project cash management.
- Advise and support with project correspondence.
- Negotiate and agree subcontractors.
- Negotiating subcontract and suppliers' prices and terms.
- Ensure final accounts are closed in a timely manner.
- Ensure timely drafting of commercial/contractual correspondence.
- Prepare subcontract and suppliers documents.
- Prepare and review monthly cost reports.
- Negotiating subcontractors and suppliers final accounts.
- Variations: measurement and pricing.
- Variations: Negotiate with client, quantity surveyor and subcontractor

Required Qualifications Experience and Competencies:

- Must be a Civil Engineering graduate.
- Full clean driver's license essential.
- Civils, drainage, or utilities (water & electricity) experience essential.
- Professional qualification in Quantity Surveying/Commercial Management or equivalent is essential.
- Proficiency in Microsoft Suite essential.
- Strong written and verbal communication skills
- Confident, motivated, can work independently, be a team player as well as manage a team.
- Ability to work under pressure with strict deadlines, whilst keeping a close attention to detail.
- A strategic mind-set with time management abilities to meet targets, monitor progress and budgets, and report on performance.
- Excellent relationship management and interpersonal skills with the ability to work collaboratively with colleagues to find the best solutions to challenges.