		Reference	RM001.045
		Issue Number	01
4 Octagon Business Park, Hospital Rd, Lt Plumstead, NR13 5FH		Issue Date	05/09/18
Section	Resource Management	Revision Due	
Title	Quantity Surveyor Job Description	Author	F.Yallop

Job Description – Quantity Surveyor

Based at our Head Office in Norwich, as Quantity Surveyor you will be working within the Commercial Team and reporting directly to the Commercial Manager. You will be commercially astute, display strong organisational skills and have a solid understanding of the construction or civil engineering industries.

The Quantity Surveyor role forms a key part of our Project Teams, delivering successful works on behalf of our Clients in relation to Customer Satisfaction, Health and Safety, Quality and Value for Money. As such, you will also be expected to build positive working relationships with both our external clients as well as internal team members to ensure we obtain our collective goals.


Principle Responsibilities:

With a primary focus to support the function of the business, some of the principle duties are as follows, but not limited to: -

- Assist with estimates and compiling tender packages in readiness to present to our Clients.
- Liaising with Clients ensuring their specific requirements have been met and ongoing projects are progressing as planned.
- Working with the Project team to prepare and present accurate Valuation forecasts.
- Working with the Project team to provide accurate Monthly Valuations and Applications to present to the Client for payment.
- Verify Payments against Applications and summarise Debtors position.
- Accurately price, negotiate and agree Contractual Variations with the Client
- Work with the Project Team to highlight and mitigate risks to Health and Safety, Quality, Customer Satisfaction and Profitability of Construction Sites.
- Procurement and Payment of Sub-Contractors / Suppliers.
- Complete Monthly Performance Summary reports.

Qualifications:

- **Essential** – GCSE Maths and English Grade C or above.
- **Desirable** – HNC or equivalent in Quantity Surveying / Construction.

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Specialist Skills/Experience

- Minimum 3 years' experience of working within the Construction or Civil Engineering Industry.
- Previous Contractor / Sub Contractor Experience.
- The ability to work to defined deadlines.
- Microsoft Packages – including Excel, Outlook and Word.
- Driving License essential.

Disposition

- Highly organised, meticulous in your approach to work, focused, self-disciplined and motivated to complete tasks accurately and within time scales set by the business.
- Strong communicational and influencing skills.
- Confidence to challenge anomalies and ensure compliance with company policies and procedure.
- An aptitude to learn and work as part of a team and develop as necessary.
- A positive, can-do approach to work.

Remuneration Package (Subject to Candidate Experience)

- Full-time position working 42.5 hours per week.
- Access to Company Pension.
- 28 days Annual Leave (Including Bank Holidays).
- Company Private Health Care Cover.
- Company Car Allowance.
- Mobile Phone and Computer.

If you feel you are the right person to fulfil this role, please apply in writing addressed to Mr Kevin Palmer, Commercial Manager with a brief note as to why you are a suitable candidate, accompanied by your CV.