

Quantity Surveyor/Senior Quantity Surveyor/Principal Quantity Surveyor/Associate Quantity Surveyor

Salary Range: £25,000 - £50,000

Primary Job Responsibilities (All Positions)

Include, but not limited to the following:

- Utilise best practice tools and processes to support project delivery in Quantity Surveying.
- Manage projects through the entire project lifecycle.
- Local Authority/Public Sector Experience.
- Prepare estimates, cost plans and tender documentation using various forms of measurement and contracts.
- Be proficient in measurement for Schedule of Works and Bills of Quantities production.
- Prepare and agree interim valuations with contractors and issue recommendations for payment.
- Pricing variations throughout the duration of the contract and provide cost advice.
- Attend site meetings, and provide input and support to the project.
- Price and prepare monthly financial cost reports and cashflow forecasts throughout the period of a contract.
- Agree re-measurement of quantities with contractors, and prepare and agree final accounts and claims. Prepare final accounts for clients that are suitable for audit.
- Preparation and analysis of statistical cost information to monitor trends in the Building Industry and assisting with cost planning future projects.
- Administer and provide advice on contracts, typically the JCT and NEC forms of contract.
- Provide assistance to other disciplines within the company as part of a multi-disciplinary team.
- Value Engineering services.

Additional Job Responsibilities Principal/Associate Quantity Surveyor

- Line Management responsibilities
- Business Development
- Bid Writing/Compilation
- Client Management & Liaison

Training and Experience:

- Degree educated in Quantity Surveying or other relevant qualification.
- Professional Qualification: RICS Qualified MRICS Chartered Quantity Surveyor or equivalent or working towards.
- Working knowledge of applicable industry standard forms of contract, typically JCT and NEC.
- Pre and post contract knowledge.
- Experience of cost forecasting and reporting, cost control, cost risk management, advising on procurement options, procurement documentation preparation, contract documentation preparation, contract administration and contract documentation.
- Experience of working in the education, health and housing.
- Good general commercial awareness.
- Good team player.
- Able to act on own initiative.
- Willingness to travel/Full clean UK driving licence.