



## Quantity Surveyor

### JOB SPECIFICATION

**JOB TITLE:** QUANTITY SURVEYOR (JUNIOR)

**RESPONSIBLE TO:** SENIOR SURVEYOR / OPERATIONS DIRECTOR /  
MANAGING DIRECTOR

### DUTIES AND RESPONSIBILITIES:

We're looking for a self-motivated Junior Quantity Surveyor to help manage and report on the contractual and financial controls relating largely to our roofing works (with flexibility to support our brickwork and development projects as required). Alongside being excellent at analysing costs, you will need to have great networking abilities in order to promote our company with clients and demonstrate skill in reading people so as to tailor your negotiation strategies to ensure the best possible outcome for the business.

To be successful in this role, having a range of essential skills, knowledge and the confidence to perform your duties effectively is paramount. This includes having a methodical approach, superb interpersonal skills, a sound knowledge of construction (roofing and brickwork), excellent time management skills and the ability to multitask whilst prioritising your workload. The successful candidate will ideally have a degree in Quantity Surveying or similar but will be offered huge opportunity for growth and further professional development in this role.

## **Quantity Surveyor**

- (a) Review Clients Sub-Contract Order, Terms of Conditions to ensure that all risks are identified to the business prior to the signing of such orders.
- (b) Take overall responsibility for the full commercial aspect of the sub-contract from estimating, pre-selection, procurement / management of the supply chain to final account and retentions from our clients.
- (c) Prepare reports, analysis contracts/ programmes, budgets, risks to the business and other documents within the tender contract award remit.
- (d) Document any changes in design and advise clients of the additional costs, seeking written confirmation of changes and agreement of costs with the client and updating the budgets accordingly for the development before works are instructed to commence.
- (e) Analyse existing budgets and make improvements, reviewing plans, and preparing quantity estimates for roofing (and brickwork when required).
- (f) Attend and prepare reports for the following monthly meetings: - Weekly Management meetings, Monthly Valuation meetings with clients, Monthly Business/Cost, Value & Reconciliation, Preselection meetings and any such meeting required to undertake your duties.
- (g) Review and approve monthly sub-contract/supplier invoices, ensuring that they are accurate, in line with budgeted cost expectations.
- (h) Monitor clients' payments, following up monthly valuations to ensure that payments are received promptly as per our agreed contract conditions.
- (i) As the QS/Estimating roles falls under one umbrella within the business, you will have the experience to use the company software system/package for undertaking measured works from drawings to formulate a detailed Bill of Quantities for the projects. The Bill of Quantities will be broken down into blocks for our Buying Dept to procure bulk orders for the materials from your agreed rates.

- (j) Be part of the tender document estimating process, including producing comprehensive estimates for submission to our clients, highlighting any potential issues, risks, assumptions, resources, and caveats to our business.
- (k) Work with the buying team to procure specialist products/suppliers (as/ when the project calls for QS-related technical assistance).
- (l) Manage and develop the company's surveying/ estimating software and maintain technical knowledge through appropriated CPD.
- (m) Develop robust processes and controls in relation to the QS/ Estimating Dept to ensure the highest level of efficiency, details and performance.
- (n) Evaluate and engage sub-contractors / suppliers that are suitable for the business needs, handling negotiations ensuring the buying meets the business requirements for specification, quality standards, reliability and cost efficiency and preparing subcontract documents.
- (o) Liaise with Site Managers, Clients, Sub/Contractors, Suppliers to establish and maintain professional relationships with our external and internal stakeholders, negotiating as well as building relationships.
- (p) Co-operate and work collaboratively with all other members of the business including the Construction, Buying, Estimating, Finance and Estimating/Quantity Surveying teams.
- (q) Carry out such duties within the Sheriff companies and associated companies as required by the business.