

**Title:** QUANTITY SURVEYOR

**Purpose of the Role:** Responsible for the administration of all aspects of pre and post contract quantity surveying duties whilst ensuring rigid cost control to minimise the costs of the project and enhance value for money, whilst still achieving the required standards and quality.

**Line Manager:** Reporting to the Operations Director, who will provide the necessary support and guidance for you to succeed.

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## Overview of Responsibilities:

- Cost manage the commercial delivery of construction projects.
- When required, take on the role of Contract Administrator and where necessary combine the role with that of the QS, ensuring all aspects of administration is undertaken in an exceptionally organised manner.
- Assist the Operations Director with the preparation of fee proposals.
- Network and establish new business relationships.
- Maintain and develop existing business relationships with key clients, associates and suppliers.
- Create and sustain a culture and working environment that drives employee satisfaction.
- Ensure the preparation of tender and contract documents, including bills of quantities, schedules of work and cost plans.
- Ensure the performance of risk, value management and cost control.
- Prepare and analyse tender costs making recommendations where appropriate.

## Skills Required:

- Strong commercial awareness and excellent technical skills with a willingness to share knowledge and experience with others. Continually keeps updated on industry changes and developments.
- Excellent written and verbal communication skills which facilitate positive and professional relationships with colleagues, clients and key project stakeholders;
- Client focused with the ability to meet, and exceed, client expectations.

## Qualifications Required:

- Ideally MRICS status and with at least 3 years post qualification experience within a consultancy practice or as a Main Contractor.