

Estimator / Quantity Surveyor

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Company: Elevation Recruitment Group

Location: Kingston upon Hull

Category: business-and-financial-operations

Elevation Recruitment Group are working with a Hull-based company to recruit an Estimator / Quantity Surveyor to join their team.

Reporting to the Commercial Manager, the Estimator / Quantity Surveyor is key to the company's future development and will ensure robust, accurate and innovative advice is delivered to clients aligned with their needs and business objectives.

Our client is looking for an Estimator / Quantity Surveyor with broad commercial skills a strong background in estimating and an outgoing personality, flexible and a good negotiator.

Duties of the Estimator / Quantity Surveyor include:

Access tender documents to ensure sufficient information available to prepare tender

Take off quantities

Prepare and issue subcontract enquiries and assessment of quotations on receipt

Prepare and issue material supply enquiries and assessment of quotations on receipt

Complete tender documents for submission

Prepare Specifications and/or Contractors proposals

Submit tenders and follow-up

Post tender negotiations

Maintain contract documentation and advise on pre tender and post contract matters

Carry out take-offs for material procurement

Sub-contract negotiation and letting

Preparation and submission of interim valuations

Site Measurement

Manage and value variations

Internal cost reporting

Agreement and certification of sub-contractors interim valuations and final accounts

Preparation and submission of final accounts

Agreement of final accounts

We would be keen to speak with Estimators / Quantity Surveyors with the following skills:

BTEC National Diploma in Construction

Good working knowledge of forms of contract currently used within the Building industry

Good working knowledge of standard forms of measurement.

Driving Licence

Good IT skills

Excellent Communication skills

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