

Quantity Surveyor - Commercial Fit Out

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Company: Hunter Mason Consulting Ltd

Location: scotland

Category: construction-and-extraction

Quantity Surveyor - Commercial Fit Out

Location: Central Belt Of Scotland

Salary: Up to £55,000 per annum

COMPANY:

Join a leading collective of experienced professionals based in the Central Belt of Scotland including Edinburgh & Glasgow. With experience in transforming spaces across various sectors including residential, commercial & industrial. Their team is committed to excellence and innovation in every project they undertake.

REQUIREMENTS FOR THIS ROLE:

- Minimum 5 years UK experience in Quantity Surveying
- Construction related qualification to diploma or degree level, Quantity Surveying, Construction Management or equivalent.
- Full clean UK driving license

- Proficient in MS Office Suites including Excel and Word
- Experience of a variety of procurement routes and construction methodologies and a technical knowledge base
- Demonstration of cost estimating techniques
- Knowledge of construction contracts
- Experience of liaising with internal and external clients

RESPONSIBILITIES:

- * Preparation of budget costs
- * Preparation of detailed cost plans
- * Review of tender documents to develop a clear understanding of the project requirements
- * To accurately price our 'in-house' work packages from first principles
- * Advising on procurement strategy and understanding contract conditions / particulars
- * Assess health, safety & environmental implications on projects and liaise with QHSE advisor
- * Preparation of tender and contract documents including work packages and bills of quantities where required
- * Ensuring a competitive number of prices are received for each work package and making sure best value is obtained
- * Analysing costs and cost engineering

- * Appointment of contractors including issuing formal acceptances and subcontract orders
- * Preparation and completion of formal contracts
- * Cost control of projects including control of variations
- * Production of regular cost reports to clients
- * Formulation of cash flow forecasts
- * Undertaking and agreeing interim valuations with both clients and subcontractors
- * Final accounts to be agreed with clients and sub-contractors
- * Assisting in establishing a client's requirements and undertaking Feasibility Studies
- * Agreement of payment terms with clients and sub-contractors
- * Understanding contract programmes and procurement of sub-contractors and materials to meet timescales
- * Providing support to the project manager/contracts manager, architect / designer and site manager as required
- * Ensuring site management team are supplied with all information required regarding appointed contractors and work packages
- * Negotiation with contractors and suppliers to ensure best value including ensuring main contractor's discounts where applicable
- * Tracking of payment from clients and initial follow up of unpaid invoices to ensure payment terms are met

* Reporting on costs and margins using standard forms on a regular basis at least monthly

* Updating cost information on NAV on a regular basis – at least monthly

* Working with the QHSE manager as required, understanding the implications of H&S regulations, and ensuring that only approved contractors are appointed for any project

* Assisting with O&M information where required

* Attention to detail and a sense of urgency in completing tasks

If this opportunity sounds like something of interest, please email Jae (@)
huntermasonconsulting .com

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