

Quantity Surveyor

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Company: ISG

Location: Stockton-on-Tees

Category: business-and-financial-operations

Job Title:Quantity Surveyor

Reports To: Senior Quantity Surveyor

Business Unit:Major Projects

Division:High-Tech Manufacturing

Location:Billingham, Stockton-on-Tees

Role Band:4

ISG is a global dynamic construction specialist delivering large, complex projects across the UK. We have an exciting and challenging role for a Quantity Surveyor with a strong background in civils to help deliver a pharmaceutical manufacturing facility in Billingham, Stockton-on-Tees. Further information on this great role is listed below:

Role Purpose

Responsible for commercial aspects of the project and working closely with the Senior Quantity Surveyor and Project Manager.

Key Accountabilities

To maximise the commercial position of the project for ISG whilst maintaining positive Client relationships.

Protect ISG's contractual position by ensuring all obligations are discharged appropriately [Main Contract and Sub-contract].

Ensure ISG's governance and procedural requirements are adhered to.

To take active responsibility for all commercial procedures in conjunction with the Senior

Quantity Surveyor.

Support the QS Team in the valuation process where applicable.

Ensure project insurance arrangements are adhered to.

Advise Clients and Consultants on procurement routes available and advise on selection of Sub-Contractors for package works.

Prepare and monitor Bid Package Tender Schedule.

Attend and if necessary, chair meetings with the design team and with Sub-Contractors.

Manage the change process in conjunction with the extended team.

Ensure upstream Sub-Contractor certifications, valuations and invoices are issued on time.

Prepare 'rolling' final account throughout project and aim to agree at practical completion.

Complete the final account administration and manage the retention release close out.

Internal reporting via CVR, cashflows, project reports, monthly project reviews (reporting into Senior CM).

Must be able to build trust and confidence through open communications and informing colleagues about issues that will affect their role.

Acts as the lynch pin with the day to day running of the project in terms of procurement and financial control and as a result must be an effective communicator.

Acts as the key co-ordinator with the professional team and Works Contractors in respect to the valuation process.

Takes on role of mentor to ACM and support staff.

Skills & Experience

Previous experience of successfully carrying out a similar Quantity Surveyor role on major projects and delivery within the time and budget constraints to a high quality.

Recent experience with tender bid issue, review and analysis procedures, Works Contract preparation, cost reporting and valuation procedures.

Must be passionate about work, committed to excellence and continuous improvement both on personal and divisional level with a proven record of delivering results.

In depth knowledge and ability to understand different forms of Contract.

Generates new relationships easily and is committed to generating new business opportunity.

Must be organised and prioritise own work to deliver on time through managing time and delegating effectively and have a high level of attention to detail.

Must be able to participate, share knowledge and actively support colleagues.

Must be able to remain calm and focussed in difficult situations.

Must be able to take full accountability for their role, actions, judgements and decisions.

Qualifications

Recognised qualification in Quantity Surveying or other related subject and demonstrable experience within this role.

#LI-MO1

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