

Quantity Surveyor

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Company: RSK Group

Location: United Kingdom

Category: business-and-financial-operations

The Vacancy

Responsible for operating as the Commercial focal point on a single project or several smaller schemes providing a Quantity Surveying Service in accordance with the Quality and Safety management Systems.

Key duties and Responsibilities:

Interpretation/understanding of the respective obligations, responsibilities and liabilities of the parties to the contract.

Provide contractual, commercial, procurement and financial services and advice to the delivery team.

Understand what documents comprise the contract, and be fully briefed on the contract estimate, including settlement adjustments.

Ensuring that all delivery staff adhere to agreed delivery procedures and reporting systems.

Preparation and production of all agreed commercial reports to predetermined deadlines.

Management of subcontract works packages including Subcontract documentation including negotiation of terms and conditions, prices, and programme and interim assessments and variations.

Delegating/allocating Quantity Surveying tasks to Assistant Quantity Surveyors, setting

objectives and monitoring their progress.

Resolution of non-complex commercial, contractual and construction problems.

Protect the Company's commercial interests by issuing Notices and pursuing valid Variations, Claims and prompt payment for work executed.

Preserve the Company's good name in dealings with the Client, our suppliers and the public at large.

Production of all necessary documentation in relation to the resolution of non-complex problems; be they commercial, contractual or construction related issues.

Attending meetings.

Smooth administration of the contract, from start-up through to final account.

Archiving all essential project documentation.

Other duties as required by the Senior Quantity Surveyor/Managing Quantity Surveyor.

Participate in creating a knowingly safe working environment.

Key Relationships:

Responsible for Project Commercial Team.

Reports to the Senior Quantity Surveyor/Managing Surveyor.

Management/Supervisory Role of Assistant Quantity Surveyors.

Works alongside other Delivery Team members.

Key Requirements:

HNC, HND or Degree or working towards them.

Management of Subcontract Accounts, Procurement Schedules, Applications for Payment, Final Accounts, Cost/Value Reporting, Variations/Compensation Events.

Good understanding and experience of Standard Forms of Contract.

Good knowledge of Construction processes.

Good IT skills including Excel, Word.

Ability to work individually or collaboratively in a team.

Ability to prioritise activities in a challenging environment.

Analytical with the ability to quickly assimilate information and present concisely to Senior Quantity Surveyor/Managing Quantity Surveyor.

Able to develop ideas and present them concisely to Senior Quantity Surveyor/Managing Quantity Surveyor.

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