

Senior Quantity Surveyor

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Company: A.D.S Construction Personnel Ltd

Location: Bedford

Category: construction-and-extraction

Senior Quantity Surveyor, Bedfordshire

Opportunity for a Senior Quantity Surveyor to join a privately owned carpentry and joinery subcontractor in Bedfordshire. They work mainly with national contractors. Their work is almost exclusively within the London area.

Last year's turnover for the company was over £10 Million. The commercial department currently consists of two additional quantity surveyors and two trainee surveyors.

They work on schemes ranging from £200k - £11m.

The good bit:

Car Allowance £7250

Holiday 25 days

Hours – 40

Discretionary Bonus 5%

Pension – ERS 3% EE 5%

Life Cover x3

Business Mileage 25ppm

Base – Office in Bedfordshire / 1 day on-site per job.

Nature & Objectives of the Job

As a Senior Quantity Surveyor will have financial responsibility for projects undertaken and will carry out all surveying/commercial activities to meet the project objectives, including providing advice, guidance, and support on such matters to the Operations Team.

Roles and Responsibilities

Attendance at the initial handover meeting, ensuring required information is obtained or raised.

Ensuring a full understanding of the contract documents is obtained.

Ensuring a full understanding of the pre-commencement budgets is gained prior to signing off the handover form.

Responsibility for checking the order and contract and raising any concerns/anomalies in a timely manner.

Responsibility for providing the Operations Team with a project analysis to include cost projections, including the production of labour pay out rates for project team.

Responsibility for identifying subcontractors, arranging, and agreeing costs or placing subcontract orders.

Responsibility of preparing valuation and administration of subcontractor accounts and submitting in a timely manner.

Responsibility for attending valuation meetings with the Main Contractor or the clients representative as and when required.

Responsibility for agreeing each submitted valuation within fourteen days of submission.

Responsibility for ensuring payment is received for each valuation, as contracted.

Responsibility for accurate monthly costings and presentation of the required reports to be reviewed with your Commercial Manager.

Responsibility for pricing, confirming, and submitting and agreeing all variations with the Main Contractor.

Responsibilities for measuring labour only subcontractor and direct labour on a weekly basis and authorising payment accordingly, through weekly timesheets & labour only subcontractor invoices.

Create and maintain accurate records of weekly timesheets & invoices, to enable accurate reporting on costs.

Responsibility for the creation, submission, and agreement of final accounts within a two-month period after completion on site.

Responsibility for ensuring final account payment is received in accordance with the contract conditions.

Responsibility for ensuring retention monies are received in line with the contract and ensuring they apply for the first half release as and when the final accounts are agreed.

Produce Purchase Orders for variation works on site, ensuring that costs associated with

these Purchase Orders are based on competitive quotations.

Ensure financial documentation is accurate and timely.

In all relevant areas cost must be based on competitive quotations and control of expense must be meticulous.

Responsible for preparing and negotiating claims for the extensions of time and reimbursement of loss and expense.

Identify the appropriate financial solutions to the problems and produce the supporting documentation.

Responsible, along with management team and procurement team, for delivering an improving profit margin for each contract.

Adhere to and assist with the implementation and delivery of all commercial processes and procedures.

Understand the contractual, commercial, and legal processes relating to your project.

Maintain a high level of understanding for construction techniques, problems, and solutions.

Provide high quality technical/commercial support in meeting the businesses and client objectives.

To respond rapidly and effectively to the businesses and client needs.

successfully with other team members.

Comply with prescribed company procedures for entering into agreements and that every effort is made to protect the company from all risks associated with the contractual arrangements and that all subcontract agreements and purchase orders are signed off and authorised.

Provide accurate information that reflect a true indication of each contract performance.

Attendance and commercial involvement at monthly team meetings

The right person Senior Quantity Surveyor

Qualifications

Qualified at Degree Level in Quantity Surveying-Commercial Management

CSCS – Professional Qualified Person

Proficient in Microsoft Office Suite

Experience

7 + years' experience of working within in the construction industry.

You will have worked for a Subcontractor, ideally carpentry but other subcontractor backgrounds will be considered.

Technical Competencies

Knowledge of all areas of carpentry

Understanding of working drawings

Financial Awareness

Budget & Resource Management

Supply Chain Processes

Technical & Commercial Awareness

Understanding of new construction techniques

Negotiating Skills

Please apply online / email directly to apply with your full CV. Due to volume of application we receive, if you haven't heard back within 48 hours your application has been unsuccessful

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