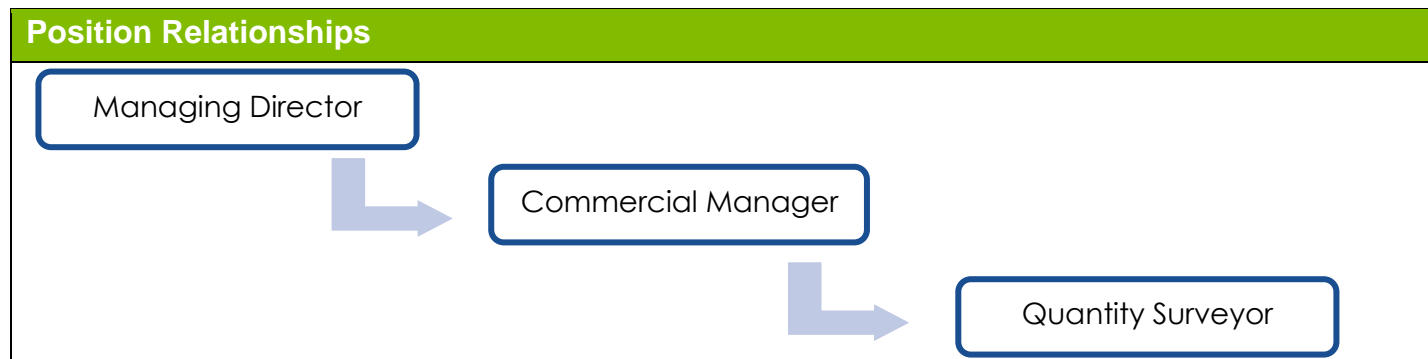


Job Description

Position Description	
Job Title	Quantity Surveyor
Department	Commercial
Reporting to:	Commercial Manager
Location	Banbridge
Hours	38
Scope of Role	You will play a key role in Mechanical & Electrical disciplines of building construction projects. Managing the costs from the early design plans, through to the Practical Completion & beyond and you will be responsible for securing the successful financial delivery of mechanical projects by controlling costs, progressing monthly valuations and managing variations and changes.



Key Responsibilities
<ul style="list-style-type: none"> The Quantity Surveyor will be responsible for securing the successful financial delivery of mechanical projects by controlling costs, progressing monthly valuations and managing variations and changes. Build, manage & maintain relationships with clients, contractors, other construction professionals, suppliers and site staff. Maintain financial control of projects including monthly valuations, job costing reviews and final accounts. Follow up monthly valuations to make sure that payments are received on time as per the agreed contract conditions. Prepare on-time monthly valuations following site measurements and work-in-progress reviews. Complete and submit project documentation and correspondence within agreed

timeframes.

- Report to Commercial Manager & Managing Director.
- Review and approve contracts ahead of signing – highlighting any potential issues, assumptions, and caveats.
- Develop and implement robust processes and controls to increase efficiency and improve performance.
- Any other duties required to fulfil the requirements of the position.

Person Specification

	Essential	Desirable
Qualification	Third level qualification in Quantity Surveying.	
	Working toward or qualified with RICS, CIOB or ICES	
Experience & Knowledge	3 years post qualification experience in a surveying role, preferably within a building construction environment.	5 years post qualification experience in a surveying role, preferably within a building construction environment.
	Exceptional IT literacy including strong knowledge of Microsoft Office products, as well as cost value reporting procedures	
	Experience in the JCT form of contract administration from a client and Sub-Contractor perspective	
	Commercial awareness and astute sense of commercial risks posed	
Abilities & Skills: Interpersonal Skills	Clear and Concise communicator with a positive demeanor. Awareness of other people and environment and own impact on these. Skilled with Team members and external Clients etc.	
Tenacity	Ability to stay with a problem or line of thought until the matter is settled or the objective is no longer reasonably obtainable; perseverance.	

Ownership	Takes on responsibility for delivery of work tasks/ projects. Takes pride in achievement.	
Decisiveness	Readiness to evaluate alternatives, make decisions and judgements, and to take action.	
Critical Thinking	Ability to draw sound inferences from facts, recognise assumptions, discriminate between strong and weak arguments, reason logically, become aware of advantages and disadvantages of proposed action.	
Detail Handling	Tolerance for and ability to handle the details for the paperwork associated with the job.	
Initiative	Actively influencing events rather than passively accepting; sees opportunities and acts on them. Originates action or ideas.	
Proven Record	Proven record of delivering on-time quality work within budget and with minimal supervision.	
Planned and Organised	Establish an efficient course of action for self and for others that will allow attainment of deadlines and goals. Establish sense of urgency.	