

Quantity Surveyor

Job Title: Quantity Surveyor

Department: FBS

Reports to: Construction Director

Job Purpose:

The purpose of the Quantity Surveyor is to minimise the cost and risk of a construction project and enhance value for money, while still achieving the required legal standards and quality.

Main Responsibilities:

- Review construction plans and prepare quantity requirements
- Scrutinise maintenance and material costs, as well as contracts to ensure the best deal
- Liaise with site managers, clients, contractors, and subcontractors
- Prepare reports, analyses, contracts, budgets, risk assessment, and other documents
- Advise managers and clients on improvements and new strategies
- Keep track of materials and ordering more when required
- Document any changes in design and updating budgets
- Establish and maintain professional relationships with external and internal stakeholders
- Support FIC's bids for large scale construction project tenders
- Follow Health and Safety policy and procedures including the wearing of personal protective equipment when necessary
- Undertake health and safety training as required

Qualifications and Skills:

Essential

- Bachelor's degree in Quantity Surveying, Engineering, Management, or similar
- 3-5 years post qualification experience
- Knowledge and understanding of NEC3 and NEC4 contracts
- Strong analytical and critical thinking skills
- Sound knowledge of construction
- Great networking abilities
- Excellent negotiating and interpersonal skills
- Able to organise, plan, and strategise
- Able to work as a team player or autonomously

- Confident communicator
- Able to deal with problems
- Flexible in work activities, location and hours of work
- Personable and comfortable in dealing with new people including tenants, tradesmen, and other colleagues
- Conscientious and diligent and show attention to detail
- Able to work to tight deadlines
- Have a flexible approach to dealing with and adapting to change
- Be committed to providing excellent customer service
- Able to respect confidentiality and recognise the importance of data protection
- Hold a valid driver's license

Desirable

- Construction estimating
- Finance experience

End