

Pave Aways Limited is a successful privately-owned construction business. We are passionate about delivering quality results on time, safely and on budget. We employ approximately 70 members of staff, with our main office based near Oswestry, Shropshire.

JOB DESCRIPTION

Job Title	Quantity Surveyor
Reports to	Commercial Director

Job Overview

The quantity surveyor is the cost manager for a construction project. Primarily this involves formalising the distribution of project resources to skilled sub-contractors and claiming payments from the client. The quantity surveyor is also responsible for reporting cost related information to the project team and company directors at regular intervals throughout a project.

Responsibilities:

Contract Admin

- Create new job file on server
- New job set up form
- Client information form

Sub-Contractor Management

- Checking tender quotes and chasing those not returned
- Full take off for each trade and ensure that sub-contractors re-quote based on actual requirements / timescales / etc
- Place orders, complete with accompanying documents, with pre-start meetings if required
- Check insurances and ask for RAMS if appropriate
- Update Contract Table as required
- Request and issue variations
- Issue Payment Notices in line with payment schedules (including retentions). Ensure that invoices are with accounts in ample time for processing
- Update Sub Contractor Analysis Table
- Agree final accounts

Main Contract Management

- Agree application dates with PQS / Client
- Provide and update Cash Flow Forecast
- Price variations in timely manner
- Collate valuations and submit. Request certificates if not forthcoming
- Collateral Warranties
- Monthly cost reports
- Attend contract progress meetings
- Prompt agreement of final account

Working within PAL Team

- Attend estimating handover and fortnightly meetings on site, with general site visits as needed.
- Awareness on Health and Safety
- Awareness of Quality
- Working in accordance with PAL BIM Protocols, including approvals of specific document types
- Set up SWMP
- Assistance as required for BREEAM
- Aid with PQQs and ITT for upcoming tenders as required.
- Provide WIP figures quarterly.
- Attend regular meetings with Commercial Director to go through current workload or any particular issues

Person specification

Job Title: Quantity Surveyor

Department: Quantity Surveying

Criteria	Essential	Desirable
Skills required	<ul style="list-style-type: none"> Analytical thinker. Ability to analyse data, costs, and other information accurately Numeracy skills. Strong mathematical skills, especially in the understanding of areas and volumes Good negotiator. Ability to negotiate contracts, prices, and settlements effectively Excellent communication skills. Both written and verbal for liaising with clients, contractors, and stakeholder IT Skills. Proficient in relevant software such as MS Office, Blue Beam Sound knowledge of building/H&S regulations Problem solving. Capacity to identify issues and develop practical solutions Attention to detail. Ability to meticulously examine and manage costs, quantities, and specifications 	
Attainment	<ul style="list-style-type: none"> Degree or equivalent in Quantity Surveying Driving Licence 	<ul style="list-style-type: none"> SMSTS Asbestos Awareness First Aid Professional accreditation. Membership with relevant professional body e.g., RICS

<p>Experience</p>	<ul style="list-style-type: none"> • Worked in a similar position previously. • Cost management. Demonstrated experience is cost estimation, cost control, and cost management throughout a project • Contract Administration. Experience in administering various forms of contracts. • Procurement. Knowledge of procurement processes, including tendering and subcontractor selection 	
<p>Disposition</p>	<ul style="list-style-type: none"> • Team player. Ability to collaborate effectively with project teams and stakeholders • Organisational skills. Strong organisational skills to manage multiple tasks and deadlines simultaneously • Professional integrity. Commitment to ethical conduct and compliance with relevant regulations • Adaptability. Flexibility to adapt to changing project requirements and environments • Leadership skills. Dedication to meeting client needs and delivering a high quality service • Attention to quality. Committed to delivering accurate and high quality work. 	