

# **JET AIRE**

## **SERVICES**

Job Title	Quantity Surveyor
Reporting To	Director
<p><b>Purpose of the role:</b></p> <p>Responsible for providing support in all aspects of the sales/quotation, contractual and financial side of projects.</p> <p>As a quantity surveyor you'll manage all costs relating to specific projects, from the initial calculations to the final figures. Based in an office or on site, you'll be involved in a project from the start.</p> <p>You'll seek to minimise the cost of a project and enhance value for money, while still achieving the required standards and quality. This includes ensuring all statutory regulations are met. You'll prepare estimates and costs of the work and when the project is in progress, you'll keep track of any variations to the contract that may affect costs and create reports to show profitability.</p>	
<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• price/forecast the cost of the different materials needed for the project</li> <li>• prepare tender documents, quotations, contracts, budgets, bills of quantities and other documentation</li> <li>• track changes to the design and/or construction work and adjusting budget projections accordingly</li> <li>• procure or agree the services of contractors and/or subcontractors who work on the construction of the project and approve payment of subcontractors</li> <li>• measure and value the work done on site</li> <li>• liaise with the client and other construction professionals, such as site managers, project managers and site engineers</li> <li>• select and/or source construction materials</li> <li>• commercial reports to include valuations, work in progress and materials</li> <li>• general procurement and advise on a procurement strategy</li> <li>• undertake cost analysis for all work</li> <li>• assist in establishing a client's requirements and undertake feasibility studies</li> <li>• perform risk, value management and cost control</li> <li>• identify, analyse and develop responses to commercial risks</li> <li>• prepare and analyse costings for tenders</li> <li>• allocate work to subcontractors</li> <li>• provide advice on contractual claims</li> <li>• analyse outcomes and write detailed progress reports</li> <li>• value completed work and arrange payments</li> <li>• maintain awareness of the different building contracts in current use</li> <li>• understand the implications of health and safety regulations.</li> </ul>	

**Key Skills / Attributes:**

- QS qualification
- Financial systems/programs
- Excellent presentation and communication skills
- Focus, thoroughness and keen attention to detail, including maximising value and minimising costs
- Solid problem solving, decision making and analytical capabilities
- Lead by example and show a commitment to service excellence
- Excellent planning and organisational skills
- Ability to work under pressure and to deliver results
- Ability to negotiate and to challenge