

JOB DESCRIPTION

Quantity Surveyor

Overview:

Are you a detail-oriented professional with a passion for delivering financially successful construction projects? We are seeking a skilled Quantity Surveyor to join our team. In this role, you will play a pivotal part in our projects' planning, budgeting, and cost management, helping us maintain our reputation for excellence and reliability in the industry. If you thrive in a fast-paced environment and have a keen eye for detail, we would love to hear from you!

THE ROLE

The role of a Quantity Surveyor at Westmade differs slightly from the others in our industry. At Westmade, the QS focuses on cost management of the project, rather than procurement of sub-contractors or materials.

DUTIES TO INCLUDE:

- **Precontract Meeting Attendance:** Collaborate with the Estimator/Contracts Manager to receive a comprehensive handover of the job's scope, requirements, and documentation.
- **Valuations and Cash Flow Forecasts:** Establish valuation dates and produce cash flow forecasts for larger works and effectively communicate them to the Contracts Manager and relevant stakeholders. Prepare and submit accurate valuation requests in line with agreed-upon valuation dates.
- **Invoicing:** Generate and raise invoices in accordance with the project milestones and contract terms.
- **Progress Meetings:** Attend progress meetings to provide status updates, address concerns, and collaborate with project teams.
- **Variations Pricing:** Price variations promptly and accurately, considering the impact on project costs and timelines. Monitor updated drawings and specifications to identify variations and promptly address them. Identify variations during site visits and ensure proper documentation and communication.
- **Job Cost Monitoring:** Utilise bespoke software to monitor job costs and maintain accurate financial records, including monitoring of labour and material cost on project.
- **Partnerships:** Build, influence, and maintain relationships with key internal and external stakeholders
- **Leadership:** Provide leadership, guidance, and expertise during bid processes, project reviews, commercial assessments, customer meetings, and support negotiations.

REQUIREMENTS:

- Experience in a similar role within the building industry
- Good overall knowledge of the building industry and JCT Contracts
- Full Drivers Licence
- Confident with Microsoft Office programs
- Excellent written and verbal communication skills
- Ability to prioritise and deal with multiple demands

If you feel that this is a great opportunity for you, please send your CV to Enquiries@westmade.co.uk

Location Verwood, Dorset

Job Type Full-time, Monday to Friday

Estimated Salary £40,000 - £60,000 per year

Fuel card to be offered immediately, company car to be provided following probation period.