

## Job Description

<b>Job Title:</b>	Quantity Surveyor
<b>Salary:</b>	£negotiable
<b>Type:</b>	Full-Time, Permanent, Office & Site based. (08:30 – 17:30 / Mon – Fri)
<b>Location:</b>	High Wycombe, Buckinghamshire
<b>Report to:</b>	Commercial Manager
<b>Benefits:</b>	Private Health Cover

1

### Main Purpose of the Role

To control all commercial aspects of our customer and sub-contractor contracts from initial order to final account ensuring maximum commercial performance throughout. This includes the compilation and provision of detailed financial reporting in accordance with Company procedures. A comprehensive knowledge of standard surveying practices deployed in the construction / building services industry is required. Experience of AV systems and technology is preferable but not essential. Experience with an M&E main contractor would be advantageous.

### Main Responsibilities

- Negotiate Contract Terms and Conditions associated with tenders / allocated projects identifying onerous conditions and limiting liability. In addition, ensuring that Project Managers / Engineers are made aware of all contractual obligations and that all necessary safeguards / actions are implemented.
- Ensure safe receipt and special filing of all Contract Documents, Bonds, Warranties, Parent Company Guarantees, etc.
- Issue sub-contract orders and take responsibility for ensuring that all commercial and contractual aspects are satisfactorily considered and implemented.
- Provide detailed financial information on all commercial aspects for allocated contracts in liaison with Project Managers / Engineers, Installation Supervisors / Foreman, Purchasing and Accounts Departments.
- Manage, prepare and submit regular applications for works carried out and ensure payments are received in accordance with the contract requirements and dates.
- Manage the commercial aspects of all Sub-Contractor accounts including agreement of tenders, terms and conditions, variations, interim applications and invoices including notifying the Accounts Department of correct payment dates.
- Fully identify and substantiate contract variations incorporating any non-productive and disruptive elements and ensure that they are submitted timely to achieve maximum remuneration.
- Analyse monthly, in conjunction with Project Managers / Engineers, contract performance in progress and value / cost terms and reconcile financial performance including projections up to completion of projects and agreement of final accounts.

- Carry out monthly contract review meetings with Project Managers / Engineers and ensure that minutes of said meetings are issued promptly detailing necessary action points.
- Ensure that direct charges to clients, sub-contractors and suppliers are properly submitted and that contra charges received from them are diligently processed.
- Prepare, in liaison with the relevant Directors, claims for prolongation, delay & disruption and / or loss and expense. Ensure that the Company is not exposed to risk via claims received from sub-contractors or suppliers.
- Liaise regularly with the client's project management team / surveying staff to enable all necessary surveying duties to be effectively undertaken and completed.
- Prepare and negotiate with the client and / or sub-contractors a Final Account which should include measured work, direct works and contra charges. Recommend to the Commercial Director any proposed agreements / settlements and obtain approval as necessary.
- Monitor and manage any disputes and litigation procedures
- Provide support to sales team with regards to contractual and commercial issues associated with tender returns.

### Qualification and Experience

We are looking for an experienced Quantity Surveyor who also has proven experience working within the construction industry, this is a varied and challenging role within an established award winning company.

### Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
Experience of running projects as the Commercial Lead	Experience working with a main contractor in M&E sector
Good working knowledge of contract/commercial law	
Experience working within JCT contracts	
Degree or equivalent in commercial related subject	

To be considered for this position, please submit a copy of your current CV to [info@smartcomm.co.uk](mailto:info@smartcomm.co.uk)