

Job Description

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

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