

JOB DESCRIPTION - SURVEYOR

Job Title	Surveyor
Department	Commercial
Reporting To	Commercial Director
Location	Maidstone Kent

Purpose of the Role:

The role is responsible for managing all aspects of the contractual and financial side of construction projects. The QS will manage the costs on the project and help to ensure that this completed within the required budget.

Tasks will include recording and monitoring of variations to the contract alongside ensuring the correct costs involved.

Primary Job Functions:

- Responsible for all commercial aspects of projects
- Maintain established profit margins and add to overall profitability of the project
- Ensure contracts are financially controlled, to budget and to the clients' requirements
- Manage the budget plan
- Prepare monthly cost value reconciliation for Commercial Director
- Prepare and send out sub-contractor tender enquiries
- Arrange pre order meetings (where necessary) prepare and send out all sub contract orders
- In conjunction with buyer get prices for large material packages
- Prepare and agree monthly valuations
- Check and agree sub-contractor applications and final accounts
- Prepare and agree main contract final accounts
- Undertake site visits when required
- Attend interim progress meetings
- Preparing estimates and tenders, as required

Person Specification:

- Experience in similar role working for main contractor with annual turnover between £20 – £100 million. Trade contractor and house building experience only will not be considered.
- Degree qualified / other relative construction qualification – not vital
- Cost valuation reporting
- Submission and negotiation of final accounts
- A thorough knowledge of current forms of contract (JCT and NEC)
- Substantial experience in managing and surveying in the construction industry
- Strong negotiation skills
- Computer literate
- Time management skills
- Experience in healthcare and education projects (preferred but not essential)