

Quantity Surveyor

Role Title: Quantity Surveyor

Reporting To: Senior Quantity Surveyor

Role Purpose:

To produce best possible financial outcome of contract by the effective use of company reports, contract conditions and contract team liaisons

Key Tasks

- Contractual awareness / general understanding of contract law
 - Timely issue of notifications
 - Management of Sub-Contractors
 - Monitoring cashflow
 - Cost control
- Measurement
 - Measuring work
 - Pricing work
 - Produce and monitor Applications/Final Accounts
 - Check agreed sub-contract Applications/Accounts
- Report management
 - Complete management reports on time
 - Interpret reports
- Team work
 - Liaise with other team members
 - Delegate work and supervise subordinates
 - Relationship with client/design team
- Communication
 - Letter writing
 - Meetings



Quantity Surveyor

Continued...

Technical Expertise

- Services Surveyors Qualifications
- IT skills
- Communication skills
- Understanding of contractors/contract conditions
- Technical ability
- Team player

