



Quantity Surveyor / Estimator

Western Building Systems are seeking to recruit a Quantity Surveyor / Estimator

Job Purpose

To assume day to day responsibility for projects, from research, estimation, preparation, submission and negotiation through to final figures, ensuring efficiency, cost control and a high standard of quality service to the customer.

Main Duties & Responsibilities:

- Take a lead role in the surveying activities of the business and provide support/advice
- Manage and control project costs from inception to completion on a wide variety of new building projects and structures
- Assist in establishing client requirements and undertaking feasibility studies.
- Prepare tender and contract documents, including bills of quantities, and prepare and analyse associated costs.
- Conduct risk and value management, and prepare early stage budgets and detailed cost plans for all new projects.
- Advise on procurement strategy, new/alternative materials and suppliers, meet with supplier representatives, negotiate rates and update records and approved suppliers list.
- Identify, analyse and develop responses to commercial risks.
- Establish and operate cost and financial control systems.
- Continuously monitor the ongoing budgetary progress of projects, meeting with customers to negotiate variations to ensure budgets are not exceeded.
- Manage all contractual claims through the analysis of outcomes and prepare detailed reports on progress.

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- Evaluate/select subcontract tenders, allocate work to subcontractors and prepare order documentation, valuation and payment certificates.
- Attend project meetings and liaise with customers, project managers, designers, and contractors on-site as required to ensure timely information and progress of projects based on practical and cost effective solutions.
- Analyse outcomes and write detailed project reports.
- Ensure the expedient and timely completion of projects and quantify work in progress on a timely basis for submission of claims to customers.
- Provide post project advice, facilities management services and life cycle costing advice.
- Plan and manage departmental activities in accordance with agreed budgets, timescales and within the parameters of policies and procedures.
- Contribute to the development of the short, medium and long term strategies for the company and provide input to the business planning process.
- Work within existing surveying and estimating team
- Work closing with Senior Quantity Surveyor & Contracts Manager
- Prepare and present management information for discussion .

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Requirements

| Criteria | Essential | Desirable |
|--|---|--|
| Qualifications/ Attainments | <ul style="list-style-type: none"> Educated to degree level in a discipline related to Quantity Surveying | <ul style="list-style-type: none"> Degree in Quantity Surveying Chartered status |
| Relevant Knowledge & Experience | <ul style="list-style-type: none"> A minimum of 5 years post degree experience in project cost management in a related industry, with a focus on electrical engineering Experience in reading and interpreting CAD generated electrical drawings | <ul style="list-style-type: none"> Project management and health & safety experience |
| Skills and Competencies | <ul style="list-style-type: none"> Excellent communication skills both verbal and written, including strong negotiation skills Highly developed analytical and problem solving skills Sound financial management skills Practical, logical and attentive to detail Well developed computer skills Results focused with the ability to work on own initiative Good team building skills | <ul style="list-style-type: none"> Computer literate in MS Excel and estimating software packages |
| Circumstances | <ul style="list-style-type: none"> Available to work flexible hours as required Current driving licence | |

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