

Job Vacancy – Quantity Surveyor

Job Type: Full-time, Permanent

Salary: £Negotiable based on qualifications & experience.

Position Summary:

As a result of continued demand, we have a full-time permanent position for Quantity Surveyor to join our friendly team in Llantrisant, Cardiff. We design and specify the mechanical and electrical services for a multitude of projects in the commercial, industrial, government and healthcare sector and have an excellent reputation for delivery, quality and reliability of their services.

The Quantity Surveyor will be responsible for managing all aspects of the contractual and financial side of construction projects. They will strive to minimize the costs of a project and enhance value for money while achieving the required standards and quality.

Responsibilities

- **Cost Management:** Monitor budgets during project execution to ensure work stays within projected costs. Implement cost-saving measures where possible.
- **Contractual Negotiation & Management:** Negotiate contracts with suppliers, subcontractors, and other stakeholders. Ensure that contract terms are favourable and align with project requirements & manage contractual obligations throughout the project lifecycle.
- **Risk Management:** Identify financial risks associated with the project. Develop strategies to mitigate risks and minimise potential cost overruns. Regularly review project progress and adjust plans as needed.
- **Reporting:** Prepare reports with detailed analysis of the cost and benefits of different options and recommend the best course of action.
- **Procurement and Payment Processes:** Maintain accurate records of financial transactions.
- **Client Communication and Dispute Resolution:** Meet with clients to understand their needs and address any concerns. Provide advice on legal matters related to contracts and disputes. Facilitate communication between project teams and clients.
- **Reporting and Documentation:** Prepare regular reports detailing project costs, progress, and financial status. Keep accurate records of labour, materials, and other expenses.

Personal Qualities

- Bachelor's degree in Quantity Surveying, Engineering, Management, or a related field.
- Proven experience in a similar role.
- Strong analytical and critical thinking skills.
- Excellent negotiating and interpersonal skills.
- Great networking ability.
- Strong analytical and numerical abilities.
- Proficiency in relevant software (e.g., cost estimation tools, project management software).
- Knowledge of construction contracts and regulations.

Experience:

- Proven track record as a Quantity Surveyor or cost management in Construction or Building Services.

Typical Working Week

The contract would be based on 40 hours per week, 8AM to 5PM Monday to Thursday and 8AM to 4PM Friday based at our Talbot Green office.

Please email your CV to NikTuchli – info@highadmit.co.uk with “Job Application” as the email Subject.