

Quantity Surveyor – Office Based

- Represent the company in discussions, negotiations, valuations, variations and final account work with Client or Architect.
- Prepare and submit valuations, cash flow forecasts, variations and final accounts, and represent the company in its financial dealings with outside professionals.
- Prepare internal valuations, cost reconciliations, financial statements for internal office usage.
- Report back to Contract Management on financial position of Contracts.
- Assume responsibility for Subcontractor enquiries post tender, adjudicate and report on competitiveness of quotations received including analysing on a 'like for like' basis and reporting to Contract Manager/Special Works Manager. Agree selection, finalise negotiations and place subcontract orders.
- Monitor subcontract progress on site, evaluate works and measure and process payments to subcontractors.
- Re-measure and check quantities contained in Bills and record extras in consultation with the site agent or site personnel.
- Check and complete contract documentation for both main contracts and domestic, named and nominated subcontractors and named nominated suppliers.
- Observe Health & Safety requirements and as part of the management team help to ensure that all sites are operating safely.
- Assist estimating department with preparation of take offs, subcontract analysis, enquiries and compiling of priced bills and specifications.
- Monitor site performance and evaluate excessive waste of materials or resources.
- Assist in preparation of SWMP's, processing information, calculating volumes of waste etc, and maintain records for reporting.
- Report incidents, accidents and defects.
- To protect the interests of O Seaman & Son Ltd.