

Quantity Surveyor

Westridge Construction Ltd

JOB DESCRIPTION

Overview

Westridge is a forward looking construction company based in Bodiam, East Sussex, with offices in Hove and Ashford, we carry out projects throughout the South East and are planning to expand our operations to in excess of £60m over the next few years. Due to this continued growth we are looking for a Quantity Surveyor to join our team.

Reporting to the Surveying Director, your duties will include but are not limited to the following:

- Attend internal handover meeting on successful tenders
- Checking tender documentation, raising any irregularities or discrepancies
- Delegating the copying of drawings to Site Managers and Subcontractors by way of issue sheets or variation orders
- Dealing with correspondence and instructions
- Produce accurate valuations using Excel, including budgetary valuations and any projected costs
- Diarise payments due and work in conjunction with the Accounts Department to ensure invoices are raised and all outstanding payments are settled
- Deal with all costs associated with the project/s
- Ensure monthly reconciliations and forecasts are done for each project
- Produce monthly cash flow forecasts
- Ensure payment advice forms are given to the Accounts Department for Sub-Contractor payments once the valuations have been agreed
- Agreement of main contract and sub-contract Final Accounts
- Site visits and building and maintaining relationships with Site Managers
- Train and develop Assistant Surveyors and Technical Trainees
- Provide contractual correspondence to Sub-contractors, Consultants, etc.
- Preparation of claims documentation when necessary
- Cost plan preparation for use in 2-stage tenders / D&B, etc.

Experience/ Qualification Requirements:

- Higher National Certificate, a relevant degree or equivalent
- Possibly membership of IOB / RICS
- Previous surveying experience of at least 5 years
- Knowledge of building, material components, building regulations and H&S
- Management skills – programming, planning, compiling reports
- Good Microsoft office skills for record keeping/data entry and report writing
- Knowledge of contractual procedures and responsibilities
- Good negotiation, influencing and communication skills
- Articulate and personable; able to get on with diverse personalities
- Strong analytical and reasoning abilities
- Good organisational skills and attention to detail
- Highly numerate with an ability to accurately manipulate numerical information
- Confident and resourceful
- Evidence of maintaining a professional, consistent and fair approach
- Self-motivated with the ability to work alone or within a team
- Driving license holder with own car
- Personal commitment to equality and diversity

Conditions and Package:

Salary

- Negotiable dependent on experience, skills and qualifications

Holiday

- TBC days holiday plus Bank Holidays, part of this allowance will be taken during the Building Industry shutdown (Christmas to New Year)
- Additional winter days accrued at 1 day for every two full calendar years service, to a maximum of 5 extra days

Working hours

- 8.30am to 5.30pm with a one hour lunch break

Travelling

- Where the employee's car is used for business purposes a mileage allowance of 0.35p per mile will be paid

Pension

- Workplace Pension Scheme

Bonus

- Discretionary Company Reward Scheme based on profit share and personal performance

Conditions

- Company Standard Rules and Contract of Employment provide further details