**Job Spec**

**Position: Quantity Surveyor**

A position of **Quantity Surveyor** has become vacant within the Company at the Hoopers Close factory. Internal and external applications are welcome.

**This position will require the following duties and responsibilities: -**

* Assisting the sales team on commercial and contractual elements of the contract
* Attendance at meetings to discuss the commercial elements of the project
* Review of Contractors terms and conditions
* Setting the contract sum position and amending accordingly with any variations
* Negotiation of the purchase order terms and ancillary documents
* Review of specifications and scope of work included in purchase order
* Commercial analysis of contracts
* Assisting accounts with contract sum build up
* Organising and negotiating collateral warranties as requested
* Ascertaining variation costs and informing the Contractor
* Updating the Contractor on project progress (design and production)
* Negotiations and discussions with the Contractor on disputes
* Assisting accounts with applications for payments/invoices

**Persons interested in applying should possess the following Skills and Attributes: -**

* 3 Years PQE
* Main Contractor experience
* Excellent knowledge of Microsoft Office products
* Ability to learn new inhouse software
* Confident decision maker and problem solver
* Keen eye for detail
* Ability to read and understand technical drawings
* Excellent verbal and written communication skills
* Able to work well under pressure as an individual and as part of a team and work without supervision
* Possess a friendly and approachable attitude
* Full or part-time position available depending on experience