

Job Description for Quantity Surveyor

Hours: 37.5 Hours Per Week

Reporting to: Managing Director/Works Director and Operations Manager

Salary: £50K - £55K

Job Description

Are you an experienced Quantity Surveyor looking to work for an award-winning leader within the commercial and industrial roofing industry whilst delivering some of the most worthwhile projects across the UK.

If so, we are looking for an ambitious Quantity Surveyor to join our growing team in Plymouth. Retain Limited delivers key industrial and commercial roofing, scaffolding and commercial solar PV projects across the UK.

Life here is fast-paced and challenging. It's a great environment to expand your knowledge and enhance your daily skills. We are focused on new ideas and continuing to improve.

This is an exciting opportunity for an individual to make a real impact on a small to medium-sized company. Working closely with the Managing Director in a position that will be empowered to make big decisions, encouraged to think outside the box and be a catalyst for positive change.

The successful individual will have extensive experience working in the construction industry and excellent technical knowledge. They will be hardworking, committed and commercially aware, with excellent communication skills, both written and verbal. A professional yet personal approach to building relationships with key stakeholders is essential.

Responsibilities

1. Feasibility Studies and Cost Planning

- Conduct feasibility studies to estimate materials, time and labour costs
- Preparing, negotiating and analysing costs for tenders and contracts
- Coordinate with project stakeholders to develop cost plans and strategies

2. Procurement Advice and Assistance

- Advise the project team on procurement strategy
- Identify potential suppliers and contractors for project work
- Assist in the selection of contractors through a competitive bid process

3. Contract Administration

- Implement and manage contract administration procedures
- Monitor compliance with contractual agreements and resolve any issues that arise
- Process contractor requests for payment and manages contract variations

4. Risk and Value Management

- Identify potential risks and propose mitigation strategies
- Provide advice on contractual claims and disputes, liaising with legal teams as necessary
- Apply value management techniques at the project's outset, where plans are analysed regarding value for money

5. Cost Control and Reporting

- Monitor project costs and provide regular updates to stakeholders
- Prepare detailed progress reports, including statements of final accounts for clients
- Analyse the cost implications of design or construction changes

6. Subcontract Management

- Monitor and assess the performance of chosen subcontractors
- Ensure all work by subcontractors is in line with project specifications
- Resolve issues between the project team and subcontractors, ensuring minimal disruption to the project

7. Commercial Awareness and Business Development

- Keep abreast of industry trends and changes in the market that can impact project costs
- Contribute to business development activities and promote the company's services to potential clients
- Attend industry events and professionally represent the company

8. Regulatory Understanding

- Understand and apply building contracts, local and national building regulations, and other legal requirements in the project lifecycle
- Stay updated with the latest developments in statutory legislation and guidelines affecting the roofing and construction industry

9. Quality Assurance and Control

- Develop and implement quality control procedures to ensure all works are carried out to specific standards, building codes, guidelines and regulations
- Inspect and verify the quality of materials and workmanship, ensuring compliance with design specifications and drawings

10. Sustainability

- Assess the environmental impact of projects and advise on how to reduce the carbon footprint
- Identify sustainable, cost-effective solutions for project execution

11. Stakeholder Engagement

- Liaise with construction managers, architects, engineers, and other stakeholders to ensure open communication throughout the project

- Resolve conflicts or issues during the project lifecycle, acting as a mediator when necessary

What we are looking for

- Organised planning manner
- Good time discipline
- Excellent knowledge of JCT and NEC contracts
- Good clear communicator
- Attention to detail
- Keep strict confidentiality
- Excellent telephone manner
- Good knowledge and proficiency in computing systems (Microsoft 365/Apple Software)
- Professionally qualified
- In-depth knowledge of the business's main disciplines, including industrial and commercial roofing, solar PV installation and scaffolding
- Broad knowledge and experience of the construction industry

Benefits

- Highly competitive salary package (£50,000 to £55,000 DOE)
- Pension scheme
- Bike to work scheme
- Company computer and phone
- 20 days holiday plus bank holidays
- Job security
- Career development and progression
- Company wellness scheme
- Staff wellness program
- Casual dress
- Company events
- Company pension
- Free and on-site parking

Job Type Full-time, Permanent

Schedule Monday to Friday – 0900 – 1700

Education

Essential

- Bachelor's Degree (preferred) QS qualification
- IOSH qualification - Health & Safety Awareness
- IT literate, intermediate level in the use of Excel - to include pivot tables and data manipulation

Experience

Essential

- Quantity surveying

- Commercial contract awareness
- Basic technical knowledge
- Data management and analysis
- Working with the supply chains
- Volume-based processing and analysis
- Working to define processes and procedures
- Managing key stakeholder relationships

Desirable

- Experience working on national, multi-site contracts
- Working in a client-facing environment
- Working in a technical environment
- Procurement and supply chain leverage
- Managing budgets
- People management

Skills

Essential

- Excellent numerical and financial management skills
- Ability to handle budgets and manage costs effectively
- Strong negotiation skills
- Problem-solving and decision-making skills
- Strong communication skills
- Attention to detail (particularly in reviewing contracts, identifying costs, and monitoring the quality of work)

Personal Style and Behaviour

Essential

- Professionalism
- Analytical mindset
- Resilience
- Team player
- Leadership
- Proactive
- Client focused

Licence/Certification Driving Licence (preferred)

Work Location On-site at HQ