

## Job Description

**POSITION:** Quantity Surveyor

A senior level position within the Construction industry, with emphasis on building experience and knowledge within an established contracting company.

**REPORTING TO:** Operations Manager

**PURPOSE:** To provide direct support to the Contracts Management Team

### **KEY ACCOUNTABILITIES:**

- 1. Estimating**  
Provision of timely and accurate schedules of costs and materials for fit-out related projects
- 2. Tendering**  
Compilation of detailed tender submissions
- 3. Cost Reporting**  
Provision of accurate cost reporting on current and recently completed projects
- 4. Contract Administration**  
Provision of contract and variation pricing and ensuring contract documentation is kept up to date and the compilation of contract accounts and final accounts
- 5. Project Management**  
Ensuring that the project is brought together from start to finish on time and within the budget

**Key Results:**

<i>Key Results</i>	<i>Measures</i>	<i>How Achieved</i>	<i>% of Job</i>
1. Estimating	Material and Labour measures	Provide measures of material and labour requirements from supplied contract and tender documents	15%
	Variations and Contract Instruction costing	Provide pricing of contract variations and instructions	
2. Tendering	Tender Invitations	Ensure subcontract tender invitations are sent out in a timely manner	30%
	Tender Compilation	Compile accurate and timely tenders for submission to the client to meet tender closing times	
	Site Inspections	Carry out preliminary site inspections to ensure site conditions are not unforeseen	
	Subcontract tender information	Ensure subcontractors have sufficient tender information for pricing of tenders	
	Subcontract liaison	Ensure sufficient subcontract tenders will be available for tender submission	
	Tender letters	Produce tender letters in compliance with the tender documents and to Black Interiors' standard template	
3. Cost Reporting	Variations and Contract Instructions	Provide timely and accurate pricing of contract variations and instructions. Keep contract information current and submit regular costing reports to client. Ensure site variations are accounted for collated.	30%
	Back Costing	Provide contract back costing reports within Black Interiors	
4. Contract Administration	Variations and Contract Instructions	Confirm/apply for variations, if required and process during construction	20%
	Contract Management	Liaise with Contracts Manager to ensure project is on time and within budget	
	Invoicing	Compilation and submission of monthly Progress Claims  Compilation and submission of contract Final Accounts	
5. Project Management	Materials Orders	Place/coordinate materials orders in liaison with the Contracts Managers to ensure the timely availability of key items to achieve programme	5%
	Contract Programmes	Produce accurate construction programmes for use by the Contracts managers and Client	

