

JOB DESCRIPTION

Group Quantity Surveyor

Based: Pinxton Head Office

Salary: To be advised

Benefits: 20 days holiday entitlement, plus Bank Holidays
Car Allowance or Company Car
Death in Service Insurance
Pension

Reporting to: TBC

Hours: 0800 to 1800 Monday to Thursday, 0800 to 1700 Fridays
Saturdays when requested

Main Tasks and Activities:

- Advise and assist the Contracts Team, managing project costs
- Assist and advise preparation and review of contract documents
- Identifying, analysing and developing response to commercial risks.
- Provide advise on contractual claims and disputes
- Advise and assist in procurement of sub-contractors

Person Specification

- A proactive, self motivated and thorough approach is essential.
- A quick learner who will have the ability to understand the range of business activities within the group
- It is an essential requirement of the post to have the ability to communicate with all levels of Management and Operational staff.

Skills and Knowledge

- Formal Quantity Surveyor Qualification - HND or MSc
- Knowledge of NEC3 Contracts
- Previous experience within the Geotechnical Industry
- Driving Licence
- IT Skills, Microsoft Word, Excel Spreadsheets, e-mail