



Job Description: Quantity Surveyor

Role:

As a Quantity Surveyor you will be responsible for managing and planning all costs associated with various types of construction projects, from the outset until completion. You will work closely with the project team and team leaders to ensure the smooth running of project and that projects are completed in line with the company Vision & Mission statement.

Surveying Responsibilities

- Procurement of labour only subcontractors (bricklayers, carpenters) for projects.
- Agreeing and valuing fortnightly payments.
- Preparing monthly project valuations and source certification, raising invoices and attending monthly project site meetings.
- Payment and settlement of subcontractor accounts.
- Re-measurement and pricing of variations and day works.
- Monthly preparation of internal cost value comparison (CVCs) on each project for comment by directors, and inclusion in monthly accounts.
- Preparation of cash flow forecast and final account analysis on a monthly basis.
- Preparation and agreement of project final accounts with client representatives.
- Other duties as required.

The ideal candidate will:

- Be a team player and willing to learn, listen and teach
- Have good communication skills and a good positive working attitude towards clients and architects.
- Be able to multitask and be flexible regarding workload
- Have a good working knowledge of Microsoft Excel, Word, and Outlook.
- Good commercial sense, with the experience and ability to make decisions.
- Be able to work under pressure and still produce accurate and detailed information and reports.
- Be well organised and capable of meeting deadlines.

Qualifications & Experience

- Minimum of 2 years' Experience working as a QS or Estimator on projects
- Quantity Surveying or Building / Construction related qualification would be advantageous.
- Good understanding and knowledge of the construction industry, including the ability to read architectural drawings and understand the construction process.
- The ability to prepare contractor's quantities from specifications and drawings.
- The ability to fit in well, work as a team member and have initiative, enthusiasm, and good leadership skills.
- Good communication skills and positive working attitude towards clients and architects.
- Knowledge and understanding of building law, regulations, general health and safety, VAT and insurance.
- Good commercial sense is imperative and experienced and ability to make decisions.



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Company mission

- At Melhuish and Saunders, we pride ourselves on working as a team and ensuring that every project we work on is completed to a high standard of finish, within budget and, most importantly of all, to the client's satisfaction.
- Our team is driven by providing great services that transform their customer's businesses, whilst making money and having fun along the way

Working hours and Environment

- Working hours are 37.5hr per week - Monday to Thursday 8.30am to 5pm and 8.30am to 4.30m Fridays.
- You may be required to work the occasional late evening or weekend.
- Your place of work will be based at the head office in Glastonbury
- Your team will consist of highly motivated and supportive individuals
- We care about the happiness of each of our employees and try to maintain a positive and fulfilling work environment

Compensation

- A Competitive Salary is offered which will be based on the qualification and level of experience,
- Company Car/Allowance
- 32 days Holiday (including bank holidays)
- 3% Employer Pension contribution
- Performance Bonus & Profit Share scheme
- Employee Life insurance Scheme (following 1-year full service)