

## Key Requirements:

3<sup>rd</sup> level qualification in Quantity Surveying

5 years + in a similar role

Thorough knowledge of Mechanical & Electrical works packages measurements and costs

Experience working on large scale data centres will be an advantage

Reporting to the Commercial Director and working alongside the Senior QS for the Project, as necessary, your key responsibilities will include:

## Key Responsibilities:

- Overseeing the administration and change order process associated with the MEP packages
- Ensure all changes are captured and costings appropriately assessed and validated prior to issuing to the Design Team and Client
- Preparing tender and contract documents, including bills of quantities with the project team and/or the client.
- Undertaking cost analysis for repair and maintenance project work
- Assisting in establishing a client's requirements and undertaking feasibility studies
- Performing risk, value management and cost control
- Advising on procurement strategy
- Identifying, analysing, and developing responses to commercial risks
- Preparing and analysing costings for tenders
- Allocating work to subcontractors
- Providing advice on contractual claims
- Analysing outcomes and writing detailed progress reports
- Valuing completed work and arranging payments
- Maintaining awareness of the different building contracts in current use
- Understanding the implications of health and safety regulations

The key individual will be articulate with good numeracy and time management skills. Will possess the ability to work independently and to prioritize tasks while maintaining good communication and engagement with the wider organization.