



<b>Job Title</b>	<b>Senior Quantity Surveyor</b>
<b>Reports to</b>	<b>Commercial Manager</b>
<b>Location</b>	<b>Warrington Office</b>
<b>Salary/Package</b>	<b>Competitive, Company Car</b>

### **Job Overview**

We are looking for an experienced Senior Quantity Surveyor to work within our Commercial Team based out of our Warrington office but will be required to travel to sites across England and Wales with the occasional overnight stay. The individual will play an integral role in managing the commercial aspects of our civil engineering contracts in order to support the continued growth of our business across England and Wales. This is an exciting and demanding role with great potential for progression.

### **Job Responsibilities**

- To assist the Divisional Directors, Contracts Managers and Site Agents in the commercial and contractual issues on site and contribute to the resolution of these issues.
- Review new / varied items and check quotations of new rates and conditions.
- To check and maintain the timely submission of applications and final accounts.
- To ensure adequate representation of commercial interests at site meetings.
- To assist with internal reporting and forecasting.
- To assist with reviewing and commenting on tender documentation during tender period and, if successful, handover.
- To assist with sub contract management from negotiation and preparation of sub-contract orders, on-site management and final account.
- Preparing and negotiating claims in conjunction with the Managing Directors (Civil Engineering) Divisional Directors, Contracts Managers.
- Vetting of final accounts.
- Preparing of a final account report.
- To maintain an awareness of the different Conditions of Contracts in current use and understanding of the implications of health and safety regulations.
- Be aware of the Company's Health and Safety, Environmental and Quality systems and procedures and ensure their application as they relate to their areas of responsibility.

### **Job Skills & Qualifications**

- Be able to work to deadlines in high-pressure situations in a results driven environment.
- Strong commercial acumen and proven problem-solving ability.
- Strong communicator over letters, email, phone, meetings and in presentations.
- Be able to work well within a team.
- Full UK driving license.
- The ability to see a commercial opportunity.
- The ability to identify and manage project budgets and supporting the Contracts Manager in delivering within budget.
- Understanding the importance of, and the having the ability to control costs.
- Experience in sub-contract procurement and management.
- Good negotiation and influencing skills are required as the role is client facing.
- The ability to ensure that the site team keeps good records and captures variations.
- Working knowledge of standard forms of contract.
- Experience in CVR reporting.
- Strong experience of the civil engineering industry