

## JOB DESCRIPTION

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# Quantity Surveyor

The successful candidate must have at least 5 years' post qualification experience. They will be dynamic and enthusiastic and wanting to provide an exceptional service. They are expected to work on their own initiative but must be able to interact well with other members of the team. They will have relevant experience running multiple projects of similar type and value to those undertaken by Horizon Construction, and be comfortable with all aspects of the surveying role from tender through handover to final account.

Job title: Quantity Surveyor

Type: Full-time

Location: Colchester, Essex

Salary: Competitive + Benefits

### Key responsibilities

- Reporting into and keeping the Managing Surveyor informed of commercial issues.
- Procuring subcontractors to meet the programme and budget requirements, using organisational skills and experience to maximise opportunities.
- Preparing accurate cashflow and cost value reconciliation reports, including analysis of project risks and opportunities.
- Producing reliable site and on-screen and measures across the full range of packages.
- Analysing subcontractor accounts, assessing applications and preparing payment certificates.
- Reviewing contract documents and amendments to present to senior management.
- Managing contractual obligations and providing advice during the project.
- Maintaining and building on relationships with clients and consultants.
- Produce monthly valuations, manage change control and agree final accounts.
- Ensure that company policies and procedures are followed.
- Provide feedback on subcontractor and commercial performance to senior management and the estimating department.

NOTE: The list of responsibilities is not exhaustive and is intended to give an overview of the requirements. The company expects a degree of flexibility and for the employee to carry out all reasonable requests in connection with the role. The job description may be subject to changes/amendments from time to time.

## Key requirements

- 5 years' post qualification experience.
- Communicates concisely, courteously and accurately, both verbally and in writing.
- Dynamic, enthusiastic and customer-focused.
- Is approachable and responsive.
- Strong commercial acumen and negotiation skills.
- Willingness and flexibility to learn new skills and working practices, as required.
- Keen to develop their career in construction.
- An eye for detail and understanding the expected standards to be delivered.
- A good understanding of modern construction techniques.
- Competent in IT skills and software packages that are relevant to the role – includes Microsoft Office 365 and construction accounts management software.

To apply for this role, please email your CV to [careers@hcgroup.uk](mailto:careers@hcgroup.uk). Please also email us with any questions you may have. By sending your enquiry and CV, you agree to our privacy policy at [hcgroup.uk/privacy-policy](https://hcgroup.uk/privacy-policy) for the processing and care of your personal information.



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