

Job Description

Job Title:	Senior Quantity Surveyor
Job Type:	Full time – 37.5 hours per week
Responsible to: (Line Manager)	Gerard Murtagh
Line Manager Job Title:	Commercial Manager
Salary:	Negotiable (with pension contributory)

Scope of Job:

CGDM Group has an exciting opportunity for a Senior Quantity Surveyor to join our team. Working on commercial construction & fit-out projects, the successful candidate will be managing contract values up to €15 million. This role offers career progression as the company is continually growing.

Specific Accountabilities

1. Fundamentals of the Job

The successful candidate will be involved in tendering for all construction projects and for the management of projects to include:

- Budget preparation, cost monitoring, estimating, reporting, cashflow forecasting and preparing final accounts at agreed intervals
- Liaising with the Design Team to ensure requirements and specifications are met
- Developing and maintaining relationships with Clients & Internal stakeholders
- Attending regular site and client meetings and communicate effectively to keep the Commercial Manager and Senior Mgt. Team up to date
- Subcontract purchasing and monitoring of packages on site to include remeasurement, interim and final account payments alongside contra charges to sub-contractors

The successful candidate will assist in the ongoing development of systems and procedures used in tendering and will keep up to date with contractual changes and other developments in the construction industry.

2. What is required

- Degree qualified in Quantity Surveying or related discipline
- Have more than 7 years' relevant experience in Quantity Surveyor
- Experience in Fit-Out Industry Essential
- Have a thorough knowledge of building regulations and guidelines
- Have a track record of successfully dealing with Sub-contractors and suppliers
- Performing risk, value and management control.
- Preparing final accounts
- Providing advice on contractual claims
- Have excellent communications skills

- Be capable of multi-tasking, co-ordinating and delivering multi-aspects of a project
- Full driving license
- Excellent communication skills, both verbal & written alongside digital skills

3. General

- Demonstrate a planned and proactive approach to your work with exceptional organisational skills and effective communication
- Demonstrate a commitment to the highest quality standards across all your tasks
- Highlight to the company director any training requirements you have which would enable you to undertake your job more safely, efficiently and/or effectively
- Work as a 'team player' and in doing so:
 - Demonstrate respect for others through your communication and behaviour
 - Contribute to creating a 'culture of teamwork' within CGDM
 - Provide support when necessary so the 'whole team win'
- Prepare for and attend all company meetings you are required to
- Ensure you fully comply with all company procedures and processes
- All information relating in any way to how we undertake, conduct or manage our business must not, under any circumstance, be disclosed outside the business
- Information relating to the business of our customers, suppliers or other Companies must not, under any circumstance, be disclosed outside the business

4. The 6 Agreements of Collaboration and Performance Management

- Demonstrate effective use of the 6 Agreements of Collaboration
- Ensure delivery of your personal KPI's in full and on time
- Prepare for and attend your quarterly Review Meetings with the company director

5. Health and Safety

- Ensure that necessary consideration is given at all times to the requirements of the Company Safety Policy and in particular safe methods of working as per the Standard Operating Procedures (SOPs)
- Ensure that there is adequate first aid provision on all sites for which you are responsible

6. Customer Service Culture

- Take responsibility for developing and maintaining a customer service culture where the customer always comes first. This includes customer service culture for our internal and external customers
- Ensure that all customer queries and messages received are handled effectively within the appropriate and agreed time frame

As the company expands and due to ongoing changes in market conditions and the business environment, it is a requirement of the position to undertake any other reasonable task related to the position you hold.