

JOB DESCRIPTION



Job Title:
Reporting To:
Location:

Quantity Surveyor
Commercial Manager
Site Based – Doha - Qatar

Job Purpose

To maximise project margin and add value to the construction process by proactive involvement in procurement, cost management and reporting. To drive best value from suppliers and subcontractors. To carry out monthly financial reviews (CVR's) on projects and forecast final outturn values for cost, sales and margin. Maximise value of monthly applications and measurement and submission of contract variations. Timely submission and negotiation of final accounts to the client / main contractor and subcontractors.

Key Responsibilities

Contract Surveying:

- To carry out monthly valuations of work in progress, including forecasting of final costs and sales.
- Prepare and monitor project cashflow forecasts.
- Measure, value, submit and negotiate contract variations.
- Provide advice to project staff on commercial and contractual matters including reviewing and drafting of correspondence.
- Prepare submit and negotiate project final accounts.
- Commercial vetting of sub contractor tenders and contracts.
- Certification of subcontractor monthly valuations and final accounts.
- Ensure that business commercial processes are adhered to at project level.
- Assist in preparation and adherence to project purchasing targeting and costing budgets.

People Management:

- Able to work well within a team based environment.
- Communicate regularly with project staff and specialist subcontractors to ensure commercial controls are in place, understood and followed at all times.

Administration:

- Manage and produce accurate formal reports in accordance with business timetable
- Monitor all commercial information in relation to project including labour, material and sub contractor cost forecasting thus ensuring budgets adhered to.
- Supply all relevant information to the Commercial Manager for review at the specified intervals set.
- Assist Commercial Manager with a range of other duties as may be required from time to time.

Skill Requirements

- Technically qualified (HNC min) in Quantity Surveying / Cost Management. Consideration given to MEP engineers with demonstrable commercial experience.
- Minimum 5 years quantity surveying experience within an MEP contracting organisation.
- Commercially astute, numerate, risk averse & able to accurately forecast cost & sales.
- Multi tasking, self motivated, energetic team player with a flexible and adaptable approach to work.
- Have good practical organisation skills, planning of resources and programme scheduling.
- Be able to provide both summarised and detailed reports, on current activities.
- IT Literate able to use Microsoft Office and Microsoft Project.
- Demonstrable experience in EPC contracts.

Personal Attributes

- Smart and professional appearance.
- Good command of written and spoken English.
- Customer focused.
- Communicator & motivator with ability to communicate across all levels of seniority from the workforce through to Senior Management level.
- 'Can do' attitude to work
- Middle East experience (in particular of Qatar would be an advantage)