

## **Quantity Surveyor**

In line with our business growth plan, Henstaff Construction are seeking an experienced and flexible construction professional to join our team in Cardiff.

Established since 1997 in South Wales, Henstaff Construction have wide experience of new build, refurbishment and restoration projects, working across all disciplines of the built environment, ranging from £500k to £3m. We excel at technically challenging schemes, have an exemplar record of delivering projects on time and within budget, and apply our experience to delivering quality buildings in a safe environment.

### **Key Skills:**

- Must be flexible and able to work as part of a team and using own initiative
- Excellent communication skills in English
- Ability to use a range of IT packages including Microsoft Office and bespoke packages
- Literate and Numerate
- Good organisational skills and the ability to prioritise
- Ability to work to deadlines

### **Key Responsibilities:**

- Liaise with the client and site teams and take the lead with contract administration, including record keeping
- Ensure timely submission of bids and valuations
- Ensure cash flow is maximised including ensuring payments are received on time
- Ensure the accurate and timely evaluation and agreement of final quantities, revised and additional items, rates and compensation events
- Identify additional entitlement under the contract including the monitoring of daily records
- Ensure that good records are kept in order that the full entitlement under the contract is achieved
- Identify and realise opportunities to maximise cost/value management.
- Preparation and attendance at site and client meetings.
- Preparation of accurate and timely monthly valuation reports.
- Procurement and management of subcontract packages.
- Identifying, analysing and developing responses to commercial risks.
- Evaluate risks and review project risk register.
- Assist with preparation of contractual claims.
- Measure and assess the work undertaken and then submit detailed, accurate and timely applications

If you have a minimum of 5 years' experience in the role along with relevant qualifications, then please submit your CV with covering letter to [enquiries@henstaff.co.uk](mailto:enquiries@henstaff.co.uk)