

Job Profile

Quantity Surveyors / Commercial Management Summer, Year Out & Graduate (SYG-COM-017)

Job Title	Quantity Surveyors / Commercial Management Summer, Year Out & Graduate
Business/ Division	Building / Civil Engineering
Location	Various locations throughout the UK
Contract Type	Fixed Term / Permanent
Salary	Negotiable

Job Summary

As the GRAHAM business continues to grow and develop we are looking for enthusiastic student and graduate Quantity Surveyors to join our team.

Job Description

You will:

- Assist in the preparation and submission of project interim valuations.
- Assist in the preparation and submission of variation / compensation event claims.
- Assist in the preparation and submission of cost reports including P/L report.
- Assist in the preparation and submission of costs to complete forecast and final revenue forecast.
- Assist in the preparation and submission of cost allowances and cost activity codes.
- Assist in the preparation and submission of and issue subcontract documents.
- Re-measure BoQ items and subcontractors.
- Assist in the preparation and submission of issuing of subcontract payment notifications.
- Meet with subcontractors regarding their accounts as and when required.
- Assist in the preparation and submission of Final Account to Employers Representative and any liaison with Employers Representative with regards to anticipated Final Account figure.
- Assist in the preparation and submission of the reports on buying gains/losses including the reporting of any future potential financial problems.
- Assist in the preparation and negotiation of rates/prices with LO subcontractors.
- Review recovery against LO subcontractor's work.
- As required attend regular progress / commercial meetings with Client and Design Team.
- As required assist with the taking off of quantities for tendering purposes.
- Assist in the preparation and submission of cashflow/expenditure / budget profiles.
- Assist in the preparation and presentation of project reviews with Contracts Manager/ Director.
- Assist in the preparation and submission of value engineering calculations in conjunction with Site Manager.
- As circumstances dictate be flexible in your approach to the breadth and scope of duties.

This job description is intended to give the post holder an appreciation of the role envisaged for the student and graduate Quantity Surveyor and the range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

Person Specification

Technical Competencies

Essential

Studying Quantity Surveying / Commercial Management to degree level at university or technical college
Demonstrate an understanding of construction management practices
Demonstrate strong communication skills

Health & Safety

Essential

A commitment to work to the highest standards of health and safety and to comply with relevant health and safety rules.

Desirable

Health & Safety Induction Including Management System
CSR/SAFEPASS/CSCS Card
Previous site experience

Behavioural Competencies

Essential

Commercial Awareness: relevant to the position applied for and understanding of why commercial awareness and business acumen are related and how these combine to meet customer needs and GRAHAM business requirements.

Leadership skills: Communicates well and shows commitment to work as part of a fully integrated team.

Effective Communication skills: Able to adapt communication to audience and create detailed written documents and reports under supervision. Able to maintain and manage communication links with a variety of stakeholders. Presents a professional image and promotes the Brand.

Customer Focus: Takes time to question and understand why customer needs are important and wants to forge ongoing sustainable links with customers to act in theirs and the businesses long term interest

Influencing: Identifies and builds relationships with those who will be useful now and in the future in achieving strategic business objectives.

Initiative: is able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working. Demonstrate ability to eventually work unsupervised.

Team Player: Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honesty, loyalty and commitment.

Negotiation: Willingness to learn and the ability to understand negotiation skills and why these are important for all supply chain members all contractual rights and obligations are realised and protected

Our commitment

GRAHAM aims to be an employer of choice for people from different backgrounds and to promote respect for the individual and equality of opportunity. We believe that everyone should be treated solely on the basis of personal merit and contribution throughout their GRAHAM career journey. The diversity of our people, their skills and abilities is the strength that helps us achieve our best.

Please apply by completing online application form. All applicants must also complete online monitoring form.

Quote Reference No: SYG-COM-017

Closing Date: 31st December 2017