**Job Description**

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| Job Title | Quantity Surveyor |
| Business Unit | Infrastructure |
| Location | Uckfield |
| Reports to | Director of Commercial Management  |
| Purpose | * To support the Projects Director and Project Managers in the delivery of monitoring schemes to ensure that projects achieve the desired revenue and maximise their potential profit
* To assist the Commercial Director in the implementation of strategies and policies to ensure the divisional goals and objectives are achieved
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| Responsibilities / Duties | **Commercial** * Maintain the current working procedures within the Monitoring division to the highest quality
* Ensure applications for payment are issued accurately and on time
* Maintain accurate commercial trackers
* Manage cost control and financial aspects of key projects
* Regularly report into senior leaders regarding the commercial performance of projects identifying areas of opportunity and risk

**Debt and Uncertified Sums*** Support the overall cash position (billing speed, unbilled amounts, certification, aged debt)
* Identify and support opportunities to improve billing speed (e.g. invoicing speed)
* Take responsibility for closing out historic debt and uncertified sums

**Risk / Change Management*** Identify, notify and price change correctly under the contract
* Support project teams in the execution of the above to ensure opportunities are maximised
* Identify and mitigate commercial risks associated with projects and contracts

**Contract Reviews*** Support the business unit in the review, preparation, negotiation and execution of contracts
* In line with the agreed processes conduct contract reviews to ensure compliance with legal standards and company policies

**Dispute Resolution and Negotiations*** Provide advice on contractual claims and final accounts
* Manage and resolve commercial disputes effectively and efficiently
* Lead negotiations with clients, stakeholders, and partners to achieve favourable outcomes

**Client Relationship Management*** Maintain strong relationships with clients, stakeholders, and partners
* Ensure high levels of client satisfaction and address any issues or concerns promptly
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| Qualifications | * Degree qualified in a relevant construction or property discipline
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| Key Skills | * Proven experience in quantity surveying, minimum 3+ years post degree experience
* Must have NEC3/4 contract experience
* Strong analytical and problem-solving skills
* Excellent communication and negotiation skills
* High level of commitment, flexibility and accuracy/attention to detail
* Highly organised and proactive
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| Mandatory Training | * SOCOTEC Online Health & Safety Training modules - paid for by the company
* SOCOTEC Online HR Policies Awareness modules - paid for by the company
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