**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 |
| 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 |
| Qualifications | * Degree qualified in a relevant construction or property discipline |
| 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 |
| Mandatory Training | * SOCOTEC Online Health & Safety Training modules - paid for by the company * SOCOTEC Online HR Policies Awareness modules - paid for by the company |