

Job Description – Quantity Surveyor

The Quantity Surveyor, reporting to the Commercial Manager will be responsible for the commercial and contract management of various designated geotechnical engineering sites.

The successful candidate will build an excellent relationship with the Commercial team through regular communication and intermittent visits to core business and project offices. A self-disciplined and perfectly organised approach is required, contract deadlines must be planned and met, whilst contract notifications and applications made.

The location of this position is to TBC, and may suit candidates in central England (Aylesbury to Northampton area). This is a flexible role, with a mix of working from home and site based.

This is a 3 year fixed term appointment with the possibility to extend.

Responsibilities Include:

- Commercial management / contract administration of allocated project/s;
- Provide support to other Commercial management teams;
- To the extent possible, manage the Commercial aspects of the project/s to enable it to be completed on time, within budget and to the correct standards;
- Preparation of payment applications and internal cash flow reporting;
- Preparation and operation of sub-contracts and supplier agreements;
- On-going cost reporting for allocation project/s;
- Site visits, assessments and projections for future work;
- Regular liaison with the project teams to ensure Bauer's rights for compensation events or claims are upheld;
- Regulation liaison with the Client to ensure excellent relationships are built and maintained, and issues identified and resolved where possible, primarily with the Commercial team.

Tasks Include:

- Tracking project performance and data;
- Working with the team to collate data;
- Analysis of data;
- Preparation of forecasts;
- Maintaining contract records and correspondence;
- Effective administration of contracts and sub-contracts with Clients and Suppliers;
- Assist with the negotiation, development and closure of contracts as required;
- Submit the weekly cost control report on time – includes a detailed review of the project costings and update the project progress and forecast details;
- Know and work in accordance with the "BAUER Values".

Skills:

- Strong problem solving;
- Strong communication including writing reports and presenting;

- Understanding engineering principles;
- Time management and planning;
- High Attention to detail;
- Ability to remain calm under pressure.

Minimum Requirements:

- Proven experience in a similar role;
- Relevant degree qualification;
- Good knowledge and operating experience of NEC Forms of Contract;
- Excellent IT skills (Microsoft Excel & Word);
- Full driving licence;
- Experience in a Geotechnical Contracting environment is preferred but not essential.

Desirable:

- Piling/geotechnical experience;
- A Site Management background is beneficial.