

## Job Description

**Job Title:** Senior Quantity Surveyor  
**Reports:** Commercial Manager  
**Date:** September 20

### Job Purpose:

To manage the commercial resources of the assigned projects to maximise forecast gross margin through the placement and control of contracts and subcontracts and to assess, review and mitigate commercial and contractual risks through the implementation of Jehu Group's policies for risk management

### Main Accountabilities:

1. To maximise cash flow through the control, measurement (including quality) and valuation of work, and the invoicing of clients and payment of subcontractors
2. To promote Jehu Group's values towards its customers in order to meet or exceed their expectations
3. Subcontract Procurement to include enquiries, tender evaluation and placement of orders
4. Management of subcontractor accounts, management and control of changes, valuing and processing payments and in liaison with other team members, monitoring subcontractor delivery and performance. Assessment and agreement of subcontractor variations
5. Preparation and agreement of main contract quotations
6. Final account negotiation and agreement with client representatives
7. Administration of the main contract by understanding and abiding by contractual obligations
8. Preparation of cost/value reconciliations for each project and presenting the figures to senior management and directors on a monthly basis
9. Preparation of cash flow and turnover forecasts and updating them on a monthly basis
10. Preparation and tracking of project Preliminary costs

### Working relationships & contacts

#### Internally

- Reporting to a Commercial Manager
- Working closely with a project production team consisting of Contracts Managers, Project Managers, Site Managers and Finishing Foreman.

- Liaison with Jehu's Purchasing department who are responsible for material and plant procurement
- Liaison with feedback to 'Estimating' department and processing payments and cashflow information to accounts.
- You will be assisted by a technical team consisting of Design Co-ordinators and Adoptions Engineer.

#### Externally

- Client liaison
- Design Consultants
- Subcontractors and Suppliers

#### **Dimension**

Oversee commercial responsibility for two or three projects valued between £1.5m to £15m.  
Number of projects would depend upon size and complexity

The Jehu Group is very diverse in the nature of the construction projects undertaken, which for example could be Private house building, affordable housing/apartments, office buildings, retail developments, hotels etc.

Whilst the vast majority of the Groups work is in South Wales there may be a need to travel.

#### **Person Specification**

- Minimum Qualification of HNC/HND in Construction/Civil Engineering
- At least 5 years' experience working as a QS with recognised contractors
- Sound knowledge of all forms of contracts but specifically JCT D&B would be an advantage
- Proven experience managing multiple projects valued £500k to £10m
- Broad range of sector experience
- Attention to detail
- Excellent IT skills
- Good working knowledge of excel formulas and spreadsheets
- Excellent organiser with proven time management skills
- Good knowledge of contract conditions and law within the Construction Industry
- Sound construction and technical knowledge
- Excellent negotiating skills
- Experience of working collaboratively with supply chain
- Commercially aware
- Self-driven
- Team Player
- Good problem solving skills
- Seeks opportunities to improve on provided information for commercial or practical benefit.
- Works in a proactive manner to build client relationships and is responsive to customer needs
- Strong numeracy skills