

CONTRACTS SURVEYOR

As the Contracts Surveyor, you will ensure projects are commercially controlled and delivered in line with the clients requirements to the company's high standards.

Reporting directly to the Business Manager and Director, this is a position within our business who will work within a team responsible for successful project delivery from pre-contract to end of defects period.

You will be expected to optimise site activities through cost management, monitoring and control over several multi-disciplined contracts simultaneously, whilst providing commercial support and mentoring to junior staff.

Typical project values are approx. £2m, but usually range between £400k and £5m.

The ability to complete the following tasks are essential to the role:

- Communicate and influence at all levels
- Work effectively whilst under pressure
- Complete commercial overview assessments of sub-contract orders, passing comments to the Business Manager
- Plan ahead and prioritise workload
- Prepare application and cash flow forecast projections for project durations
- Complete the pre-construction buying schedules for team procurement and update monthly
- Analyse proposed procurement of project sub-contract packages, ensuring best value
- Draft sub-contract and principal plant orders, ensuring they are robust and detail the required scope of works
- Capture and value all project variations in accordance with the sub-contract terms
- Ensure all costs are accurately recorded on our procurement system (COINS) and the project buying schedule
- Review sub-contract applications and issue appropriate payment notices as required under the contract
- Prepare and issue project applications as required under the contract
- Complete monthly project forecast cost reports and trading reviews
- Prepare and issue commercial monthly project reports
- Complete monthly CVR's for all projects
- Compile detailed and concise EOT, including supporting information
- Assist operational colleagues with project account management

The following knowledge and training is essential to the role:

- 3 years prior experience in commercial or pre-construction role
- Working knowledge of JCT and NEC suite of contracts
- Holds current professionally qualified CSCS card, or meets the eligibility criteria
- Working knowledge of Microsoft Office & system databases
- Full clean driving licence

The following training is beneficial to the role:

- Background training in Mechanical, Electrical or Plumbing
- HNC or HND in building services
- Degree in Quantity Surveying, achieving 2:1 level or above



For more information on the position available, the competitive package on offer and our company values, please submit your CV to info@eyregroup.co.uk or post to:

Eastern Court, Ernest Gage Avenue, New Costessy, Norwich NR5 0JU.

All applications will then be reviewed after the advert has closed.
