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Adeiladwyr T.A.D. Cyf
T.A.D. Builders Ltd

**APPLY
NOW!**

**Send your CV to
office@tadbuilders.co.uk**

Job Title: QUANTITY SURVEYOR

Key Responsibilities:

- Supporting the Commercial Director and Commercial Team in the day to day management of a portfolio of contracts.
- Assisting in the preparation of tender documents as required including the preparation of Bills of Quantities.
- Assisting in the analysis of tenders and preparing tender reports during all stages of procurement.
- Assisting with Contract Administration including management of Requests for Information, Early Warning Notices and Compensation Events.
- Assisting in the commercial aspects of projects during pre-construction and construction phases and assist in preparing final accounts.
- Taking part in contract reviews.
- Assisting in the preparation of regular management reports, estimates and cost plans in line with the brief.
- Measurement of works in accordance with the various standard methods of measurements.
- Assisting in measurement of Contractor's performance against Key Performance Indicators.
- Maintaining contract records and correspondence.
- Managing Subcontractor relationships as required to deliver the contract requirements.
- Attending design team and progress meetings as necessary.
- Assisting in production of lessons learnt report for post contract review.

Skills, Knowledge & Experience

- B.Sc in Quantity Surveying and / or a proven track record of relevant experience in the construction industry.
- Experience of working in the construction industry.
- Understanding of contract preparation, procurement procedures and contract administration.
- Demonstrable ability to deal with people across a wide range of management levels and technical expertise.
- Effective time management – efficient and adding value to projects.
- Ability to establish and maintain good working relationships with colleagues, clients, consultants and subcontractors.
- Technical awareness and able to work with the project team to deliver all post contract services to assist in solving project issues.
- Familiar with management systems and procedures for procurement and contract management.
- Practical knowledge and experience of NEC and JCT contracts
- Full UK driving license
- Good IT skills.

TAD Builders Ltd is an equal opportunities employer