



JOB DESCRIPTION

Chartered Quantity Surveyor

Job Type:	Permanent
Hours of work:	7 hours per day / 35 hours per week Monday to Friday
Time:	Between the hours of 9:30am and 5:30pm with one hour for lunch Flexible home/office working
Reporting to:	Directors

Context

F&T Building Consultancy is a practice of chartered surveyors and architectural designers in central London. We are looking for a Chartered Quantity Surveyor to assist the existing building consultancy team.

Job Outline

To undertake all associated duties as deemed necessary by the company to provide support and carry out to cover the full range of hands on property management activities including but not limited to:

- Chartered Quantity Surveyor with at least two year's post qualified full-time experience covering the full remit of contract and professional work
- Commercial refurbishment projects – Offices and residential conversions
- Previous experience with work on existing buildings in urban locations
- To manage all aspects of the contractual and financial side of projects.
- To develop project budgets and schedules and ensure project programmes are adhered to
- To ensure projects are run according to health and safety principles
- To minimise the cost and risk of construction projects and enhance value for money, while achieving required legal standards and quality.
- Prepare tender documents, contracts, budgets, bills of quantities and other documentation
- Track changes to the design and/or construction work and adjust budget projections accordingly
- Procure or agree the services of contractors and /or subcontractors who work on the construction of the project
- Measure and value the work done on site
- Liaise with the client and other construction professionals such as site manager, project managers and site engineers
- Select and/or source construction materials
- Write reports.
- Preparation of Reinstatement Cost assessments
- To work with commercial clients in central London, on repeat and portfolio management-type work.
- Used to working in a larger external team of consultants, including planners, agents, engineers and surveyors
- Able to work on a mixture of different scaled projects simultaneously
- Required to adapt and fulfil roles typical of a flexible small practice
- Be methodical/organised with work following a tight programme and with regards to contract administration
- Be able to meet deadlines
- Have good presentation and communication skills, in verbal, written and drawn media
- Advise on procurement of projects including advice on the JCT suite of contracts



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Person Specification

- | | |
|-----------------|--|
| Experience | <ul style="list-style-type: none">• Chartered Quantity Surveyor with at least two years PQE |
| Computer skills | <ul style="list-style-type: none">• Proficient in use of MSOffice including Word and Excel• Proficient in use of MS Outlook and Internet• Proficient in the use of NBS Chorus software• Knowledge of MS Project |
| Communication | <ul style="list-style-type: none">• Must have a professional and friendly manner with excellent interpersonal skills.• Ability to communicate coherently at all levels both internally and externally.• Ability to work with colleagues as a team and individually• Fluent English with eloquent writing skills |
| Management | <ul style="list-style-type: none">• Well organised• Ability to take responsibility for own actions• Ability to take initiative• Well presented• Strong team player• A flexible and adaptable approach is required• May need to start a bit earlier or leave a bit later if required• To lead by example• Problem solver and lateral thinker• Ability to assist in the progression of opportunities for expansion of the business. |

Benefits:

- Salary range competitive – dependent on skills and experience
- Support with professional training and progression
- Leave – 25 days p/a plus Bank Holidays
- Flexible office/home working
- Contributory Pension
- Employee Assistance Programme
- Season ticket travel loan
- Bonus depending on performance of the company and individual