Quantity Surveyor Job Description (quote ref: ARJ-QS)

Quantity Surveyors at ARJ Construction Ltd are important members of the commercial team. They manage all commercial activities and contractual relationships, whilst promoting the company ethos.

As a principal contractor we manage a varied project portfolio, which allows the commercial team interface with the Client. Our operating sectors include Healthcare, Tertiary Education, Retail and Residential. Each of the Commercial team is a professional in their field and well equipped for their role, considering they are often responsible for a portfolio of work, in excess of £20m.

We at ARJ take pride in our ability to work effectively with our clients and the supply chain.

To do this successfully, each of our surveyors need to;

* Be capable of providing our clients with budgets, coupled with the operational management of said budgets
* Produce accurate periodic financial reports and convey to the management team
* Manage varied contractual relationships, including our Client’s and the supply chain
* Prepare comprehensive order particulars and manage subcontracts
* Manage and monitor all financial flows
* Process various approvals including payment notices, applications, valuations and variations
* Be a skilled negotiator, capable of settling internal and external Final Accounts
* Be technically competent
* Promote the company ethos whilst working within an operational team

The successful individual will have;

* At least seven years’ experience in a similar role with a main contractor
* Strong IT skills are critical for this role
* Experience working in fast paced challenging environments
* A strong sense of commercialism
* Education requirements; a minimum of 5 GCSE’s (A-C Grade) and 3 A levels (A-C Grade) or equivalent
* A construction orientated BTEC/HNC/HND/Degree
* Other qualifications or memberships relevant to the construction sector will also be considered

**Package:**

ARJ Construction recognise and appreciate the hard work and commitment of our staff. Accordingly, the successful candidate will enjoy a competitive salary, based on experience. In addition, we offer:

* 21 days annual holiday, plus 3 days over Christmas and all statutory holidays
* Auto-enrolled pension scheme
* Laptop, car/car allowance and mobile telephone

**To apply:**

Please email your updated CV to our in-house recruiter at [recruitment@arj.co.uk](mailto:recruitment@arj.co.uk), including details of your interest and suitability for this position. Please quote Ref: **ARJ-QS** on all correspondence.

Postal applications can also be sent to:

F.A.O: Sam Carroll – In-House Recruiter ARJ Construction Ltd, Bedford House, Meadway Technology Park, Rutherford Close, Stevenage, Hertfordshire SG1 2EF

**We aim to reply to all applicants within 5 days of your application.**

**ARJ Construction Ltd are an equal opportunities employer.**

**Strictly No Agencies without express invitation - we have a PSL in place that is not up for review until December 2018.**