



DESIGN • MANUFACTURE • CONSTRUCT • SUSTAIN

Quantity Surveyor

Amspec Limited - Wigan have grown over the last 22 years into one of the most capable and exciting Design & Build enterprises in the Northwest, currently operating in 4 key sectors: -

- Commercial and Industrial
- Retail and Leisure
- Public Sector
- Specialist and Bespoke (our Specialist and Bespoke service involves the Design and Manufacture of fitted and loose Joinery products).

Summary of Role

You will be responsible for managing all aspects of the contractual and financial side of various construction projects. This role will involve office working and site visits to ensure accurate cost management, effective resource allocation, and adherence to project budgets and timelines. You will work closely with project managers, contractors, and other stakeholders to monitor project progress and ensure financial efficiency.

Responsibilities

Cost Management:

- Monitor and control project costs, ensuring adherence to the budget.
- Identify cost variations and implement as required.

Valuation and Payment:

- Conduct regular valuations of work completed and prepare interim payment applications.
- Review and approve subcontractor and supplier valuations & invoices.
- Ensure timely and accurate payment processing in line with Amspec payment dates.

Contract Administration:

- Prepare and manage all contractual documentation, including tender documents, contracts, and variations.
- Ensure compliance with contract terms and conditions.
- Handle contract disputes and claims.

Procurement:

- Source and negotiate with suppliers and subcontractors to secure competitive packages in line with the proposed programme of works.
- Prepare and issue purchase orders and subcontract agreements in line with Amspec Procurement standards.
- Manage procurement schedules to ensure timely delivery of materials and services, regular meetings should take place with Project team.

Cost Reporting:

- Prepare regular cost reports and financial statements for project management team.
- Provide accurate forecasts of project costs and financial performance.
- Identify and report on cost overruns and financial risks.

Site Inspections:

- Conduct regular site visits to monitor progress and ensure compliance with project specifications.
- Verify that work completed aligns with the quality and quantity standards outlined in the contract.
- Conduct material measurement for key procurement on site.

Risk Management:

- Identify potential financial and contractual risks.
- Develop and implement risk mitigation strategies.
- Maintain a risk register and monitor risk exposure throughout the project.

Collaboration and Communication:

- Work closely with Amspec project teams, engineers, architects, and other stakeholders to ensure project success.
- Provide financial and contractual advice to the project team.

Documentation and Record Keeping:

- Maintain accurate records of all financial transactions, contracts, and project documentation via our software system Procore.
- Ensure all documentation is up-to-date and easily accessible.
- Prepare final accounts and project close-out reports.

Essential Requirements

Bachelor's degree in Quantity Surveying, Construction Management, Civil Engineering, or a related field.

Minimum of 2 years of experience as a Quantity Surveyor in the construction industry.

Strong knowledge of construction processes, materials, and cost management.

Proficient in using quantity surveying and project management software (Amspec use Evaluate & Procore)

Excellent analytical and numerical skills.

Strong attention to detail and organizational abilities.

Effective communication and negotiation skills.

Familiarity with relevant building codes, regulations, and standards.

As a business, we recognise that our strength lies within our workforce and our Investors in People achievement reflects our commitment to people management excellence. We have an expectation that our staff live and believe in our core values:-

Aspiring to be the best & celebrating success

Maintaining relationships

Safe working environment

Promoting team working & balanced lives

Exceeding client expectations

Considering the environment

Additionally, if you love a challenge, are dedicated, hardworking and committed, then you are the perfect candidate to join our team!

Excellent competitive salary on offer, negotiable dependent upon experience and qualification. Hours to be agreed, but typically 45 per week.

Great Company benefits including free access to our Employee Assistance Programme supporting our Employees Well-being. Company pension scheme (currently with Royal London) and a staff reward and recognition programme.

We also encourage and promote continuous professional development for all staff, with no barriers to further training.

It is our policy as an Employer to comply with all relevant obligations under the Equality Act 2010. The Company will ensure that all persons are selected, promoted and treated equally on the basis of their relevant aptitudes, skills and abilities without regard to race, colour, religion or belief, age, national origin, sex, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership or disability

Should you meet the desired criteria and wish to be considered for interview, please apply with your CV to careers@amspec.co.uk ASAP.