



Scaffteq West Limited

Position Description

Role: Quantity Surveyor

Staff Reporting: Contract Supervisors (indirectly)

Reporting to: Chief Executive

Location: Thornbury, Bristol, BS35 3US

Employment: Salary

Competitive Salary plus **BENEFITS** package

Working Hours: 37.5 hours per week. 8am to 4:30pm. Flexibility available upon discussion.

We are the leading name in scaffolding for housebuilders located in Bristol and the South West. Our business is highly successful, largely due to our collaborative approach where we form ongoing partnerships with our housebuilding clients.

We seek a driven, proactive and dynamic Quantity Surveyor to run the commercial section of our scaffolding business. Working from the office and on construction sites across the South West. You'll be providing invaluable support to our site based teams and our customers.

Other Benefits Include:

28 Days Holiday inclusive of 8 days statutory Bank Holidays

NEST Pension Scheme

Life Assurance up to 6x Salary

Private Health Care

Private Health Care Welfare Support Scheme including gym discounts, online GP appointments and mental health support

Competitive Company Bonus Scheme

Company Car or Car Allowance provided

Job Purpose:

With customer sites generally across Bristol and the West Country, as Scaffteq continues to develop its client base and location of its sites, you will be responsible for the following activities:

- To manage financial and commercial aspects of contracts including procurement, invoicing and payment to minimise costs, maximise value and cash flow and meet profit and ROCE budgets
- To prepare tenders by measuring and calculating rates for estimating
- To ensure all work issued has labour targets to return agreed profit performance
- To manage the contract accounting and ensure prompt payment, control cost information and prepare CVRs and valuations to monitor contract performance
- To develop and maintain relationships with the workforce, customers, subcontractors and suppliers

Our Supervisors must be daily advocates with operatives of Scaffteq's values, holding all operatives to the highest of standards under each of the values.

We are seeking an experienced and enthusiastic construction professional who is responsible for commercially managing individual scaffolding projects from the point at which Scaffteq wins a tender until the project is complete, invoiced and cash collection.

Job Duties:

- Modelling Scaffteq's company values at all times and with all people this role interacts with both within Scaffteq and with clients, suppliers and others.
- Measure and prepare cost estimates for contracts, tenders and variations
- Manage pricing of tenders to maximise business wins and profitability
- Check contract/tender documents and highlight risks
- Review and prepare monthly booking in by contract
- Undertake cost value reconciliations (CVRs) for contracts, identifying commercial risks and opportunities to ensure correct contract planning and produce monthly valuation in-line with Company Valuation policy.
- Procure materials, plant and subcontracts in line with business processes and contract budgets
- Ensure productivity targets are agreed and issued before contract start
- Liaise with Contracts Supervisors to ensure targets are achieved and actions are undertaken for improvement.
- Liaise with customer to authorise all variations before execution to ensure payment and invoices/applications are unchallenged
- Manage billing process to minimise capital usage
- Take purchase, credit and debtor responsibility using Construction Manager to achieve excellent cash flow
- Analyse and report variance to contract monthly budget
- Liaise with Operations Manager on operational requirements and customer, subcontractors and operatives on work and scoping queries
- Make sure weekly reporting from site has adequate cost information (including labour rates and performance exceptional to budget, value, progress, quality and safety)
- Check all costs chargeable to contract are on Construction Manager and make suitable provisions

Experience, Skills and Qualifications:

- A clean UK drivers license
- Degree, professional qualification or equivalent
- Strong technical skills – estimating, surveying, productivity management, cost control and process management.
- Strong Management skills – planning and organising, managing operations and resources, client liaison and problem solving.
- IT Skills - Adapt at using MS office, particularly MS Excel. Experience with ERP systems such as JNC Construction Manager, Sage Construct, COINS etc.
- Well developed interpersonal and communication skills.
- Experience of scaffolding not essential although beneficial.

Attributes:

- A willingness to learn new skills and tasks and share that knowledge with others in the team.

- An enthusiastic and friendly team player.
- Belief in yourself and an optimistic outlook on life. A desire to achieve highly in your role and career.
- Kindness, generosity of spirit, respectful of others.
- Driven to succeed, make money and innovate.
- Commercially aware, able to think logically, analytically and flexibly
- Identify and manage risk and opportunity to optimise value, cost and cash flow
- Maintain relationships with customers, suppliers, subcontractors and direct labour, whilst protecting commercial interests of Company
- Fully embrace Scaffteq's values and growth aspirations.

To apply for the Scaffteq West Scaffolder roles, please send your CV and a cover letter to the Scaffteq West recruitment team at careers@scaffteqwest.co.uk or upload via the website.