



**HENRY BROTHERS**

**Company: Henry Brothers Ltd**

**Job Title: Quantity Surveyor**

**Responsible to: Commercial Director**

**Rate of Pay: Negotiable**

**Responsibilities:**

- Prepare activity schedules, bills of quantities in accordance with methods of measurement, presentation of tender and contract documentations, attending interviews, carrying out full tender analysis and comparisons through to preparing the recommendation report
- Perform risk, value management and cost control
- Prepare / agree monthly valuations with clients
- Monitor and prepare costings for delay / EOT.
- Price / agree variations with internal team and client agreement.
- Agreement of final account with client in prompt manner
- Allocate work to subcontractors
- Monthly sub-contractor payment certification, agreement of variations / final accounts. Assessing contractor applications, along with any changes, making recommendations, raising payment certificates and preparing general correspondence to sub-contracts.
- Provide advice on contractual claims.
- Responsible for liaising with external and internal stakeholders to enable the projects to progress without delay, ensuring that all reasonable requests are met in a timely efficient manner
- Manage current workload in order that all commissions receive the relevant allocation of own time to efficiently commercially manage them.
- Monitoring and controlling Build Costs
- Compliance with all relevant Company policies, procedures and guidance (including for example Health & Safety, Equality, Environmental & Quality, etc.)

**Skills and Personal Attributes:**

- Have a sound general knowledge of health and safety issues
- Excellent communication skills
- IT Literate
- Good level of analytical skills
- Good attention to detail
- Ability to work on own initiative
- Ability to identify and resolve problems at an early stage
- A practical and logical mind and a methodical way of thinking



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- Negotiation and team working skills and the ability to motivate and lead those on site

#### **Our Values:**

Our core values are what support the vision, shape the culture and reflect on the overall company values. They are the essence of the company's identity which communicate what is important and help to contribute to the overall success of the organisation.

- **Integrity** - Demonstrating strong ethical standards with openness, honesty and respect.
- **Considerate and Dependability** – Our communities, clients, supply chain reliably know what they can expect from us.
- **Premium Quality** - Striving to deliver the finest solution in a safe working environment.
- **Agile and Innovation** – Being proactive, flexible and working collaboratively to achieve the best possible outcomes.
- **Sustainable** – Conducting our business responsibly whilst making a positive impact to the environment and within our communities.

#### **What you will receive from Henry Brothers Ltd:**

- An opportunity to work for a prestigious family run company that has a reputation for high standards of service
- A competitive rate of pay
- A chance to work in a great team
- Full and continuous training