

JOB SPECIFICATION



Position: PROJECT QUANTITY SURVEYOR

Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately owned company consisting of the following operational divisions:

- Quarry Products
- Construction – Civil Engineering, Utilities, Building & Surfacing
- Property and Development
- Waste Services
- Haulage and Plant Hire

Based at Caplich Quarry in Alness, the company currently employs in excess of 130 personnel and operates out of two further depots; a quarry in Dornoch and a waste transfer station in Inverness.

Position

This is a **permanent, full-time** position working within our Construction Department, covering the full spectrum of our building, civil engineering, utility and surfacing operations. The position is based at our main offices at **Caplich, Alness** and will report to the Commercial Manager.

Principal Job Responsibilities

- Preparing and issuing Subcontract and Supplier enquiries for Tenders.
- Analysis and recommendation on Subcontract Awards.
- Preparation of Subcontract Award documentation, compliant with our quality assured procedures.
- Processing of Subcontractor measurements, claims and payments.
- Establishing and maintaining contract files, including dealing with general correspondence, etc.
- Preparing measurements, interim valuations and final accounts.
- Identifying and valuing variations to contract works and ensuring appropriate formal documentation is timeously generated for same.
- Monitoring and maintaining the Contracts Sales Ledger to ensure effective cashflow management.
- Preparing such reports as may, from time to time, be requested by the Commercial Director or other senior management.
- Liaison and meetings with clients, design teams, subcontractors and colleagues.
- Ensuring commercial and contractual are properly achieved and the company's position protected.
- Co-operation with operational staff to ensure effective and timeous delivery of projects, to required HSEQ standards.
- Such other duties as may be necessary and, from time to time, allocated to the post-holder.

The above list is not exhaustive

JOB SPECIFICATION



Applicant

The successful applicant will ideally have the following skills, qualities & experience:

- Previous relevant experience, ideally within a similar role.
- Recognised relevant academic qualification.
- Construction Skills Certification Scheme qualification of a relevant type (CSCS).
- Experience of working with standard forms of construction contract, in particular JCT and NEC forms.
- Knowledge of Health & Safety and Environmental legislation.
- Full UK driving license.
- Structured and diligent approach to task management and record keeping.
- Good communication skills, with both clients and other company personnel.
- An aptitude for multi-tasking and efficiently structuring daily tasks.
- Be computer literate with experience in word, excel, project, etc.
- The ability to assist and co-operate with other personnel.
- The ability to promote a good image of self and the company.
- Flexibility and willingness to undertake tasks out-with the key job responsibilities.
- Be trustworthy, friendly, timeous and reliable.

Working Hours

The standard working week consists of the following:

Mon-Fri **8:00 - 17:30** with appropriate breaks.

There will be a requirement for flexible working to accommodate operational demands outside of this.

Remuneration

Proposed salary is **£negotiable depending upon relevant experience**. Wage reviews are conducted annually.

In addition, other benefits will be offered which may include company car / car allowance, pension, etc.

Probationary Period

The company operates a standard 3 month probationary period, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

Holidays

Annual holiday entitlement is 30 days (for full-time positions) which is inclusive of recognised public holidays. You are required to reserve a specified amount of your annual holiday entitlement to cover the annual Christmas and New Year shutdown period. This is normally 10 days.

PMA will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements. Minimum notice periods will apply to such requests.