

Role: Operations Director

Location: United Kingdom – London and Yorkshire

Salary: Competitive

The Role:

We are seeking a **Quantity Surveyor**. This is a great opportunity for an ambitious and driven individual to join a growing business in the UK market.

Responsibilities:

- Liaising with the Contracts Manager and reporting to the Contracts Director.
- Representing the Company's interest at meetings held relating to the work under their control.
- Assist in the preparation of budgets and cost plans.
- Manage, administer and co-ordinate all types of construction projects, including contracts and sub-contracts, construction progress schedules, cost control systems, and work measurements.
- Monitor works packages against budget, assess variation claims and prepare reports for the client.
- Submit timely requests for payment, agreement of these with the client's representative.
- Develop and maintain relationships with client representatives to support the activities and maintain positive relations on behalf of the client.
- Reviewing tender enquiries and tender analysis for projects.
- Organise and chair pre-award meetings with new sub-contractors.
- Process fortnightly/monthly sub-contractor payment certificates.
- Final account preparations at the end of the project.
- Maintain good relations with clients and their representatives.
- Support staff to perform commercial/contractual duties as necessary.
- Ensure the company's interest are fully protected by contractual compliance.
- Organise, in liaison with senior management, the preparation of contractual claims.
- Provide the Commercial Manager with sufficient information to enable the preparation of monthly and quarterly records of cash flow controls to be maintained.

Requirements:

- Degree in Quantity Surveying.
- Minimum of 3 years of professional experience with proven track record in dealing with subcontractors and clients in relation to valuations, variations, final accounts and cost reporting.
- Displays thorough understanding of specifications, bills of quantities, and drawings
- Demonstrates excellent budgetary responsibility.

- Excellent organisation and time management skills with ability to manage multiple priorities at once.
- Self-starter and ability to organise the workday around assigned activities and priorities with minimum supervision.
- Must be highly flexible with a high-level commitment to success.
- Ability to work successfully as part of a team with wide variety of individuals demonstrating effective interpersonal skills.

To apply for a position please send CV and cover letter to hr@glanagua.ie.