

# Quantity Surveyor



Glenveagh  
Properties PLC

Openhearted  
Homemaking



Glenveagh  
Properties PLC

Marketing Coordinator

### **Job Summary:**

Glenveagh Properties PLC, are currently recruiting an experienced Quantity Surveyor. This role will report to the Senior Quantity Surveyor and offers an opportunity to join one of Ireland's fastest growing companies.

### **Key Responsibilities:**

- Financial management of overall project.
- Measurement of building elements & preparation of Bills of Quantities/Schedule of Rates.
- Preparing tender documents and analysing tender returns for sub-contractors and suppliers.
- Tender reporting and recommendations.
- Preparing sub contract documents and control of contract documents.
- Carrying out monthly valuations for works on site, managing sub contract payments & liabilities, completing monthly cost reports for budget v actual.
- Coding of costs to a specific job.
- Tracking and monitoring of preliminary costs.
- Recording, reporting and management of projects risks, variations and cost overruns. Projected overall effect of any overruns.
- Completion of project close out documentation including final account resolution and agreement for all trade packages.
- Attend project meetings, provide commercial and cost advice as required.
- Contract compliance and management of variations and claims notification procedures.
- Health & Safety and building regulations compliance.
- Assist Senior QS and Contracts Manager as needed.

### **Skills:**

- Excellent written and oral communication skills.
- Must have strong measurement and take off skills.
- Must have strong knowledge of building detail and construction technology.
- Proven negotiating ability.
- Strong IT skills, specifically in excel, cubit and outlook.
- Ability to work on own initiative and to tight deadlines.



## Glenveagh Properties PLC

### **Marketing Coordinator**

- Ability to work as part of team essential.
- Proven ability to work on own initiative and a team player
- Good Knowledge of database/CRM management
- Excellent attention to detail

### **Experience:**

- BSc in Quantity Surveying or equivalent.
- Minimum 5 years' experience with a developer or a residential construction company.
- Experience of managing building contracts.
- Strong organisation skills to ensure clear and concise reports are maintained throughout assignment.

### **Remuneration**

- Remuneration will be competitive, commensurate with experience.