# Job description

## Job title: Quantity Surveyor / Cost Consultant

**Reporting to: Director of QS (Dublin)**

**Person specification:**

* Good communicator, with well-spoken English
* Enthusiastic and a keen learner
* General “All Arounder” and ability to work in isolation, or in teams as needed.
* Organised with ability to manage time and workload efficiently.
* Good work ethic
* Career driven.
* General business acumen
* Excel proficient

**Job profile:**

The position is for a Quantity Surveyor to work directly with Directors, acting as the contact point on projects with Design Teams and Construction Teams, through the lifecycle of a project. This position requires the appointed person to represent the business of Currie & Brown in a professional manner at all times.

The role will be responsible for drafting and presenting tender documents and reports of all types, preparing payment recommendations, negotiation of final accounts, and management of procurement processes, including measurement, bill preparation, and all the necessary background work as might be required for the task to be undertaken.

The candidate must be proficient in the use of the following software programs.

* + - * 1. Microsoft Word
        2. Microsoft Excel
        3. Teams & other virtual platforms – good presenter
        4. Adobe Acrobat PDF writer

The candidate will ideally be experienced in digital measurement and using specialist billing software (Cost X).

**Key activities:** The successful candidate’s responsibilities will include but not be limited to: -

* Measurement and Bill Production
* Preparing full suite of tender documents
* Procurement and Tender assessment
* Change management.
* Contract administration.
* Remeasurement for final accounts and change orders.
* Payment Assessments
* Financial reporting
* Dispute resolution and negotiation.
* Data administration
* Proposals preparation

**Personal Skills relevant to the Role**

* Well organised, reliable, and friendly.
* Adaptable, with the ability to multi-task.
* Ability to deal with people at all levels, internally and externally.
* Pro-active outlook and attitude.

**Other Relevant Information**

The Job holder may need to accommodate occasional overtime working in order to complete tasks within the required time scale.

A mixture of remote and office working is envisaged.