

Trainee Quantity Surveyor



ROLE PURPOSE

To be part of and support the commercial team under the training and mentoring of a quantity surveyor and senior quantity surveyor respectively. The successful candidate will assist in the responsibility for the commercial and contractual aspects of project performance within one or more sectors of civil engineering. Projects vary from minor works up to £3-4m.

REQUIRED SKILLS

- Maths strong and an interest in the use of maths to solve problems or clarify information
- A learning mentality. A passion for learning and progressing your career
- An interest in engineering and the construction industry
- IT literate

As a trainee role, potential to fulfil the following criteria through training, mentoring and experience will be required, as opposed to evidence of all in the first instance.

ROLE OBJECTIVES

The role of Quantity Surveyor within Geomarine entails the following skills:

- Teamwork. The ability to interact with and provide support for colleagues whilst taking the commercial lead
- Critical thinking (the objective analysis and evaluation of an issue in order to form a judgement), sometimes under operational and commercial pressure
- Analytical skills, in particular in relation to contractual and commercial challenges
- Communication skills. The ability to explain and convey information clearly and effectively to a broad range of stakeholders
- Attention to detail. The ability to accomplish tasks with thoroughness and accuracy
- Commerciality, compliant with Geomarine's culture and ethics
- Contractual awareness and contract administration
- Leadership. The potential to inspire your team.

RESPONSIBILITIES/TASKS

Similar to above, as a trainee role, you will be required to support and learn in the following functions of the quantity surveyor you are reporting to:

- Internal administration as required by the company and cooperation with other departments and managers
- Provision of cost planning and reporting within projects and department(s)
- Assess and control commercial and contractual risk
- Prepare and issue valuations, final accounts and invoices
- Various reporting using Microsoft Excel to an intermediate to advanced level
- Various reporting using the internal accounting software
- Communicate clearly to, and form an effective part of, a team consisting of other professionals, both internal and external
- Assist in the pricing of projects. This may include direct negotiations with clients and suppliers, the commercial assessment of tender documentation and participation in tender adjudication
- Placing and administration/valuation of sub-contracts and supplier orders
- Advise on administration of contractual matters.

All applications are welcomed by sending a CV and brief description of your experience to careers@geomarine.je



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