



Pave Aways Limited is a successful privately-owned construction business. We are passionate about delivering quality results on time, safely and on budget. We employ approximately 70 members of staff, with our main office based near Oswestry, Shropshire.

JOB DESCRIPTION

Job Title	Quantity Surveyor
Reports to	Commercial Director

The quantity surveyor is the cost manager for a construction project. Primarily this involves formalising the distribution of project resources to skilled sub-contractors and claiming payments from the client. The quantity surveyor is also responsible for reporting cost related information to the project team and company directors at regular intervals throughout a project.

ABOUT US

Established 50 years ago, Pave Aways Ltd. has built a solid reputation for excellence in the industry. Based in Shropshire, we have successfully completed a diverse range of construction projects, including educational, commercial, educational, healthcare, industrial, and residential developments in Shropshire, Powys, Wrexham, and Staffordshire and beyond, leaving a lasting footprint in these regions.

We take great pride in being awarded the Small and Medium sized Enterprise (SME) of the year 2023 by Constructing Excellence West Midlands, a testament to our exceptional performance within this category, going above-and-beyond for our workforce and communities in which we work.

Our commitment to our employees and their development has been recognised through our accreditation to Investors in People. This achievement highlights our dedication to creating a supportive and empowering work environment, where our team members can thrive and reach their full potential.

JOB DESCRIPTION

We are seeking a highly motivated Quantity surveyor to join our team. The successful candidate will be responsible for managing all aspects of the cost and contractual management of construction projects from inception to completion.

Key Responsibilities:

- Conducting cost estimation, preparing bills of quantities, and tender documentation.
- Analysing project costs and advising on alternative proposals
- Evaluating subcontractor and supplier tenders and making recommendations
- Managing contractual and financial aspects of construction projects
- Providing cost control and financial reporting throughout the project lifecycle
- Negotiating variation claims, and final accounts with clients and subcontractors
- Ensuring compliance with relevant regulations and industry standards
- Collaborating with project managers, architects, engineers, and stakeholders

Quantity Surveyor Skills and Competencies:

- Analytical thinker. Ability to analyse data, costs, and other information accurately
- Numeracy skills. Strong mathematical skills, especially in the understanding of areas and volumes
- Good negotiator. Ability to negotiate contracts, prices, and settlements effectively
- Excellent communication skills. Both written and verbal for liaising with clients, contractors, and stakeholder
- IT Skills. Proficient in relevant software such as MS Office, Blue Beam
- Sound knowledge of building/H&S regulations
- Problem solving. Capacity to identify issues and develop practical solutions
- Attention to detail. Ability to meticulously examine and manage costs, quantities, and specifications

As a Quantity Surveyor you will be expected to have:

Essential

- Degree or equivalent in Quantity Surveying
- Driving Licence

Desirable

- SMSTS
- Asbestos Awareness
- First Aid
- Professional accreditation. Membership with relevant professional body e.g., RICS

The ideal candidate will have experience across a variety of sectors and contract size, and be confident to manage several projects at one time. You will soon become a key member of the team at Pave Aways, with events such as company Away Days, rounders afternoons and charity walks.

We embrace difference as a source of creativity, innovation and competitive advantage and are striving to become a more diverse organisation. We welcome applications from people with a diverse variety of backgrounds and identities.

If you require any adjustments to the recruitment process, to enable you to perform to the best of your ability, please let us know. We participate in the Disability Confident scheme and are committed to offering interviews to any candidate with a disability, who meets the criteria for the role.

Person specification

Job Title: Quantity Surveyor

Department: Quantity Surveying

Criteria	Essential	Desirable
Skills required	<ul style="list-style-type: none"> Analytical thinker. Ability to analyse data, costs, and other information accurately Numeracy skills. Strong mathematical skills, especially in the understanding of areas and volumes Good negotiator. Ability to negotiate contracts, prices, and settlements effectively Excellent communication skills. Both written and verbal for liaising with clients, contractors, and stakeholder IT Skills. Proficient in relevant software such as MS Office, Blue Beam Sound knowledge of building/H&S regulations Problem solving. Capacity to identify issues and develop practical solutions Attention to detail. Ability to meticulously examine and manage costs, quantities, and specifications 	
Attainment	<ul style="list-style-type: none"> Degree or equivalent in Quantity Surveying Driving Licence 	<ul style="list-style-type: none"> SMSTS Asbestos Awareness First Aid Professional accreditation. Membership with relevant professional body e.g., RICS

<p>Experience</p>	<ul style="list-style-type: none"> • Worked in a similar position previously. • Cost management. Demonstrated experience is cost estimation, cost control, and cost management throughout a project • Contract Administration. Experience in administering various forms of contracts. • Procurement. Knowledge of procurement processes, including tendering and subcontractor selection 	
<p>Disposition</p>	<ul style="list-style-type: none"> • Team player. Ability to collaborate effectively with project teams and stakeholders • Organisational skills. Strong organisational skills to manage multiple tasks and deadlines simultaneously • Professional integrity. Commitment to ethical conduct and compliance with relevant regulations • Adaptability. Flexibility to adapt to changing project requirements and environments • Leadership skills. Dedication to meeting client needs and delivering a high quality service • Attention to quality. Committed to delivering accurate and high quality work. 	