

**JOB DESCRIPTION**  
**Placement Quantity Surveyor**



<b>Job Title:</b>	<b>Placement Quantity Surveyor</b>
<b>Department:</b>	Quantity Surveying
<b>Line Manager:</b>	Senior Quantity Surveyor
<b>Location:</b>	Head Office, Antrim

**Introduction:**

Founded in Antrim in 2004, Marcon Fit Out have grown to become one of Northern Ireland's leading fit out companies.

Marcon have delivered the fit out, including specialist services to many award-winning buildings across the UK and Ireland. They have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and Clients.

**Job Summary & Responsibility**

One year Placement/ Full Time

Marcon are looking for a talented and driven individual to join our expanding Quantity Surveying department for a year-long placement. The role will entail supporting our QS department in a range of activities as we continue to provide a high standard fit-out service for our blue chip and independent clients.

The role will involve taking instruction from and reporting to the Senior Quantity Surveyor on a wide range of commercial activities and working alongside the Commercial and Site Management teams.

Assist the commercial team with the following:

- Liaise and communicate with the wider project team ensuring accurate site records are kept for future reference.
- Demonstrate a pro-active approach to ensure that pre-determined dates are achieved in respect of monthly reporting.
- Administration.
- Assist in Financial Reporting.
- Cost monitoring.
- Valuation submission.
- Final accounts.
- Sub-Contract procurement and Sub-Contract financial management.

**Skills and Qualifications:**

Essential Criteria

- Currently studying a full time Quantity Surveying degree or equivalent
- The ability to work under pressure.
- The ability to work to tight deadlines whilst juggling several different tasks.
- Excellent written and verbal communication skills.
- Confidence, self-motivation, and a strong work ethic.
- A desire to obtain a working knowledge of a wide range of contracts.
- Good numeracy and IT skills, especially in MS Office and an ability to learn specialist software packages

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If you are interested in applying for this position, please complete the below form and attach your current CV.

*Marcon are an Equal Opportunities Employer.*