

Job Title Junior Quantity Surveyor
Reporting To Commercial Manager
Location Head Office

Job Summary

Permanent/ Full-time

Marcon are looking for a talented and driven individual to join our expanding Quantity Surveying department. 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 successful candidate will work on a diverse range of small works, major refurbishment and new-build contracts with our client portfolio working throughout the UK & ROI, primarily within the Retail and Hospitality Sectors.

This exciting role is in a fast-paced environment, is best suited to a candidate who is adaptable, proactive, organised, thrives to be challenged, meets deadlines and is eager to learn. The role will involve a diverse number of fast-track projects and various contract types. Career development, coaching and training opportunities will be provided.

The role will involve working closely and supporting our senior team members in pre and post-contract phases, working on projects from their infancy at tender stage through to its completion.

Responsibilities and Duties

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 Experience **Essential Criteria:**

- Achieved their BSc (Hons) Quantity Surveying or equivalent.
- The ability to work under pressure.

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- 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.

Salary and Benefits

- Salary Negotiable pending experience
- Competitive Pension scheme
- Private Medical Insurance Scheme
- Additional holidays pending length of service.
- Death in Service benefit
- Team Building Activities
- Training and development opportunities

If you are interested in applying for this position, please complete send your CV to humanresources@marconfitout.com

Marcon are an Equal Opportunities Employer.