

**Job Title** Senior Quantity Surveyor  
**Reporting To** Commercial Manager  
**Location** Head Office, Antrim

### **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 and Heritage 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.

### **Responsibilities and Duties**

The main duties and responsibilities of the role are:

#### Cost Management & Planning

- Prepare and manage project budgets and cost plans
- Conduct cost estimates
- Monitor project costs and identify variations or risks
- Ensure cost control throughout the project lifecycle
- Advise clients and stakeholders on cost-effective solutions

Lead negotiations with contractors and suppliers and recommend contractor appointments

#### Contract Administration

- Administer construction contracts (e.g. NEC, JCT, FIDIC)
- Ensure all parties comply with contractual terms
- Manage change control (variations)
- Prepare and issue payment certificates
- Handle contractual correspondence and documentation

#### Commercial Management

- Prepare and maintain cash flow forecasts
- Track and report on financial performance
- Manage and maximise project profitability
- Identify and mitigate commercial risks

#### Valuations & Payments

- Assess and certify interim payments
- Evaluate final accounts
- Measure completed works and verify contractor claims
- Ensure payments reflect actual progress and contract terms

#### Risk & Value Management

- Identify potential project risks (financial and contractual)
- Lead or contribute to value engineering exercises
- Propose alternatives to reduce cost without compromising quality

#### Stakeholder & Client Management

- Act as a key point of contact for clients, contractors, and consultants
- Present financial reports and updates
- Provide expert advice on commercial and contractual issues
- Build and maintain strong professional relationships

#### Leadership & Mentoring

- Supervise and support junior QS and commercial staff
- Review work for accuracy and quality
- Contribute to team performance and knowledge sharing

#### Reporting & Documentation

- Produce detailed cost reports and financial summaries
- Maintain accurate records of all financial transactions
- Ensure transparency and audit readiness

#### Dispute Resolution

- Manage and resolve claims and disputes
- Prepare documentation for adjudication, arbitration, or litigation
- Negotiate settlements between conflicting parties

#### **Skills and Experience -Essential Criteria**

- BSc in (Hons) Quantity Surveying (or similar)
- Minimum 10 years post qualification experience working as a contractor's QS, preferably in a fit-out environment
- Strong commercial awareness
- Advanced cost estimation and financial analysis
- Deep understanding of construction contracts
- Negotiation and dispute resolution skills
- Leadership and communication abilities
- High attention to detail and analytical thinking

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### **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 development opportunities

If you are interested in applying for this position, please complete send your CV to [humanresources@marconfitout.com](mailto:humanresources@marconfitout.com)

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