



## **Position Description**

# **Project Quantity Surveyor**

**Aircraft Support Industries**

**Last Updated: 28 July 2016**

<b>Department</b>	<b>Singapore</b>
<b>Occupant</b>	<b>TBC</b>
<b>Position title</b>	<b>Quantity Surveyor</b>
<b>Direct Managers title</b>	<b>Senior Commercial &amp; Contracts Manager</b>
<b>Location</b>	<b>Singapore – Project Site Based</b>
<b>Date established</b>	<b>TBC</b>
<b>Employment status:</b>	<b>TBC</b>

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## 1. Position Summary

The position of Quantity Surveyor is responsible for the following functions: As a Site based Quantity Surveyor they will play a key part of the project, managing the costs to maximize project margin and add value to the construction process by proactive involvement in procurement, cost management and reporting. The QS is to carry out monthly financial reviews (CVR's) on the project and forecast final out turn values for cost, sales and margin. To maximize the value of monthly applications, measurement and submission of contract variations and will be expected to make timely submission and negotiation of final accounts to the client/subcontractors. To provide commercial management and cost control services to the project. They are experienced Quantity Surveyors with broad exposure to a breadth of projects. They will exercise all reasonable skill, care and diligence in the performance and will carry out all responsibilities in accordance with recognised professional practice and standards. They will represent the Company's interests with relevant external parties & have significant input on the projects commercial issues.

## 2. Key Responsibilities

### Commercial & Contract Activities

- To carry out monthly valuations of work in progress, including forecasting of final costs and sales
- Prepare and monitor project cashflow forecasts for both internal and external requirements
- Assist with Contract budgeting and forecasting
- Support and liaise with internal departments including Finance & Accounts and Legal
- Measure, value, submit and negotiate contract variations
- Support the Project Management team by attendance at meetings as required
- Provide advice to project staff on commercial and contractual matters including reviewing and drafting of correspondence
- Procurement and management of Subcontract accounts
- Maintain files of working documents
- Assist in any value engineering studies and related studies
- Assist with obtaining scopes of work pricing from subcontractors and suppliers
- Preparation of queries
- Assist in closing bids
- Revise plans whenever necessary in the course of the changes of modification of the preliminary design as may be necessary, arising from the consultations with the Client
- Prepare time and cost claims/variations as may be necessary
- Commercial vetting of subcontractor tenders and contracts

- Certification of subcontractor monthly valuations and final accounts
- Ensure that business commercial processes are adhered to at a project level
- Assist in preparations and adherence to project purchasing targeting and costing budgets
- Prepare, submit and negotiate project final accounts for all associated contracts within contract provisions
- Prepare and certify to release the retention deposits in accordance with the Contract
- Administer the Contract in accordance to the contract during the Defects Liability Period ensuring all insurances, warranties and guarantees and Performance Bond are in place.

#### **Administration**

- Manage and produce accurate formal reports in accordance with business timetable
- Monitor all commercial information in relation to project including labour, material and subcontractor cost forecasting thus ensuring budgets adhered to
- Supply all relevant information to the Senior Commercial & Contracts Manager for review at the specified intervals set
- Assist Senior Commercial & Contracts Manager with a range of other duties as may be required from time to time

#### **Quality Assurance and Risk Activities**

- Participates in activities designed to improve the Quality of Service Delivery in line with the Company Policies
- Assistance in refinement of the Company's policies

#### **Workplace Safety & Health**

- Having an awareness of and participating in accordance with the Workplace Safety & Health Act of Singapore
- Comply with workplace procedures for risk identification, risk assessment and risk control including identification, reporting and investigation of all health and safety risks, accidents, injuries, property damage and mishaps in the workplace

### **3. Alterations**

Aircraft Support Industries reserves the right to alter this Position Description with notification and consultation with the appointee

### **4. Position/Working Relationships**

This role reports to the Senior Commercial & Contracts Manager based in Singapore or any other persons decided by Senior Management.

## 5. Person Specification, knowledge and skills

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- BSc in quantity surveying discipline.
- Minimum 6 years' experience of working on a breadth of major projects including EPC projects.
- Work experience should cover both site and office experience.
- Knowledge of accounting systems and terminology.
- Excellent presentation skills.
- Excellent communication skills.
- Good interpersonal skills with confidence to negotiate effectively with third parties.
- Good management skills.
- Ability to work well as part of a team.
- Knowledge of CCS and exposure to other commercial management software systems advantageous.
- Consultancy background advantageous
- Well-developed IT skills