



Project Quantity Surveyor - Aberdeen

Ogilvie Construction, a Scottish based Main Contractor, wishes to recruit **Project Quantity Surveyors** on a permanent basis for work on a mix of projects in the Aberdeen area.

Reporting to the Commercial Manager, you will join the team of Contract Surveyors managing commercial aspects of projects. You will control and manage costs, identify opportunities for increasing profit margins and promote the core values of the business.

Key tasks:

- Estimating cost planning
- Procurement of labour and materials
- Tender document preparation
- Tender reporting
- Contract administration and cost control
- Measuring and Valuing works on site
- Cost reporting on work
- Final account preparation
- Contract and dispute resolution
- Attending meetings and carrying out site meetings
- Formulation of Monthly Valuations, Commercial reporting, the identification and valuation of variations and the control of expenditure
- Recognise health and safety, risk and margin when carrying out all works
- Liaise with operatives to agree figures for incentive payment on a weekly basis
- Ensure adherence to Sub-Contracts and sub-contractor payments

Person specification

- Able to work to the highest standards and achieve academic qualifications on a part-time basis to the highest grades
- Able to work to demanding time and quality targets
- Ability to express yourself verbally in various meetings
- Excellent literacy and numeracy skills
- Competency at Microsoft Word Excel and Outlook
- Keen to develop relevant knowledge skills and techniques
- Demonstrates an ability to work methodically with attention to detail and
- Can work well in a team
- Self-motivated with the ability to work on own initiative following guidance
- Able to manage a number of different tasks concurrently
- Shows and is willing to accept responsibility for completing designated tasks Outline

It is anticipated that our growing business will provide the opportunity for you to develop into a role with more responsibility. The company can assist successful candidates in achieving their RICS APC.

The successful applicants will ideally possess an Honours Degree in Quantity Surveying; You should have strong IT skills as well as being both numerate and accurate in your work. You should have effective written and verbal communication skills and be able to present yourself in a professional manner. Ideally, you will have at least 3-5 years construction experience in a Contracting QS role.

Hours of work are 8am to 5pm. An attractive package is on offer dependent on experience. Benefits include £/attractive salary, profit share scheme, generous holidays and excellent contributory Pension Scheme.

All cv's should be accompanied by a covering letter which details your experience to date and current remuneration and should be sent to Pauline Mercer, Group HR Co-ordinator to [**recruitment@ogilvie.co.uk**](mailto:recruitment@ogilvie.co.uk)

Ogilvie Group is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Individuals are only assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.