

**POST:** **HLA Quantity Surveyor**

**Reporting to:** **Senior Quantity Surveyor**

**Summary of Position** Reporting to a Senior Quantity Surveyor, and assisting them with: onsite measurements: compiling contract and sub-contract documents; evaluating variations and preparing monthly valuations.

## Responsibilities & Duties

- Compiling documentation for placing Sub-contract enquiries
- Compiling Contract/ Sub-contract documentation
- On-site measurement and evaluation of work completed
- Monthly Valuations & Payments to Sub-contractors
- Dealing with queries/ variations to contracts
- Take offs for Tenders and/ or pricing
- Dealing with applications for payments
- Prepare reports as required
- Assessing value of materials on site
- Saving of information to OHMG's Common Data Environment as per existing folder structure
- Ensure compliance with H & S responsibilities as outlined in the Company Policy
- Compliance with ISO 9001, 14,001 & 45,001 Management Systems