Job Title – Quantity Surveyor

Job Purpose:

The Quantity Surveyor will be responsible for managing all aspects of cost management and contractual administration for our construction projects. This includes preparing cost estimates, managing budgets and ensuring projects are completed within budget and to the required quality standards.

Job Duties and Responsibilities:

Duties and Responsibilities	**Approximate % of time spent**
Cost Estimation & Planning including the following: o Prepare accurate and detailed cost estimates for all stages of construction projects, from initial feasibility studies to final completion. o Develop and maintain cost plans, cash flow projections, and value engineering proposals. o Analyze project specifications and drawings to determine material, labour, and equipment requirements. o Research and analyze market trends and pricing to ensure competitive cost estimates.	35%
Contract Administration including the following: o Administer contracts throughout the project lifecycle, ensuring compliance with terms and conditions. o Monitor and track variations to contracts and manage the change order process. o Measure civil, construction and finishing works on site. o Prepare and submit payment applications and manage the payment process.	25%
Cost Control & Reporting including the following: o Monitor project costs against budget and report on variances. o Prepare regular cost reports and forecasts for management. o Identify and analyze cost risks and opportunities. o Implement cost control measures to ensure projects are delivered within budget.	10%

Project Management Support including the following: ○ Provide cost advice and support to project managers and other team members. ○ Participate in project meetings and contribute to project planning and execution. ○ Collaborate with other disciplines to ensure project success.	10%
Maintain accurate records on all cost-related documentation	5%
Stay up to date with industry best practices and regulations.	5%
Contribute to the development and improvement of cost management procedures	5%
Any other work which may be required in the roles of Quantity Surveyor.	5%

Required Qualifications:

- Accredited and recognized degree in Quantity Surveying
- Minimum two years professional work experience
- MQF Level 2 in the Maltese Language
- Strong knowledge of construction contracts and contract administration
- Proficiency in use of AutoCAD, Revit, Office Suite
- Excellent analytical and problem-solving skills
- Excellent verbal and written communication skills
- Strong client engagement skills
- Ability to work independently and as part of a team
- Confident leading a team and managing personal workload

Preferred Skills:

- Experience as a Quantity Surveyor in commercial and infrastructure projects
- Proficiency in cost estimating and cost control techniques
- Charismatic, highly social, creative, and able to work independently

Working Conditions:

- Modern office working environment
- Regular site visits
- Some works are carried out at third party premises
- Exposure to a wide range of projects
- Will involve working outdoors and at height
- Competitive base salary and accompanying benefits
- Training and progression opportunities
- Be part of a supportive and dynamic team culture
- The nature of work may require occasional presence on weekends and holidays