

## Quantity Surveyor

For our client in Antwerp we are hiring a **Quantity Surveyor**.

### Job description

We have a opportunity for a Quantity Surveyor in Antwerp at a construction site to perform quantity surveying for several construction packages (i.e. Civil, Mechanical, Electrical and Instrument Works etc). The ideal candidate will work in a multi-cultural integrated team and will report to the Subcontracts Administrator, together reporting to the Subcontracts Administration Manager.

Responsibilities:

- ✓ Check and approve: i) the unit price Measurements with the drawings issued for construction and; ii) As Built Measurements based on as built drawings submitted by construction contractors. Verify quantities and relevant economical evaluation according to the preambles and method of measurements stipulated in the Contract.
- ✓ Prepare and issue, on weekly basis, the report and the status of the (pre and as built) Measurements for each contract.
- ✓ Expedite and ensure timely receipt of the Measurements from construction contractors.
- ✓ Maintain proper filing of all Measurements to facilitate any audit.
- ✓ Liaise with construction contractors to verify their Progress Payment Certificates (issued on monthly basis).
- ✓ Check the evaluation of any extra works requested by construction contractors / client.
- ✓ Participate to the analysis of construction contractors' claims.
- ✓ Participate to the preparation of contract revisions.
- ✓ Monitor the official correspondence between client and construction contractors and inform the subcontract administrator for any urgent issues.
- ✓ Participate to the preparation of official letters for construction contractors.
- ✓ Follow up the expiry dates of Bank Guarantees (Performance, advance payment, etc), and the insurances provided by construction contractors.
- ✓ Participate the weekly subcontracting meetings with subcontractors and participate to the preparation of the notes of meetings after each weekly meeting.
- ✓ Participate to the continuous update of the subcontracts monthly report with the extra works issued during that month.

### Your qualifications

- ✓ Hold an Engineer, a technical or a relevant degree with a minimum of 2 years' experience in Quantity Surveying for works in industrial plants;
- ✓ Have a very good level of written and spoken English, Dutch is a plus.
- ✓ Have a good experience in MS Office programs with complex Excel files.
- ✓ Have a very good communication skills.
- ✓ Be used to work in an integrated team on complex projects.
- ✓ Be a team player.
- ✓ Be eligible to work in Belgium.

✔ Be available to work at construction site.

**Reference:** 3142

**Projectphase:** Construction

**Discipline:** Electrical, Instrumentation, Mechanical, Piping

**Position:** Quantity Surveyor

**Function level:** Senior, Medior

**Region:** (B) Antwerpen

**Education:** Bachelor

**Experience:** 3-8 years, 8-15 years, 15+ years

**Type of contract:** Project

**Posted at:** 24-05-2024

**Advisor:** Wenzel Hurtak

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