

## Subcontracts Specialist/Quantity Surveyor

For our client in Antwerp we are hiring a **Subcontracts Specialist/Quantity Surveyor**

### Job description

We have an opportunity for a Subcontracts Specialist role in Antwerp/Belgium at 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

The ideal candidate shall:

- ✓ 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 very good level of written and spoken English, Dutch is a plus.
- ✓ Have good experience in MS Office programs with complex Excel files
- ✓ Have 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:** 3331

**Projectphase:** Construction

**Discipline:** Project Support

**Position:** Contracts Engineer, Quantity Surveyor

**Function level:** Senior, Medior

**Region:** (B) Antwerpen

**Education:** Bachelor

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

**Type of contract:** Project

**Posted at:** 31-10-2024

**Advisor:** Wenzel Hurtak

**Telephone:** +31 (0) 115 820 202

**Mobile:** +31 (0) 682 854 885

**E-mail address:** whk@nouvall.com