

## Contracts Administrator / Quantity Surveyor

For one of our customers we are in search for a **Contracts Administrator / Quantity Surveyor**

### Vacature omschrijving

- ✓ To be the first point of contact for construction contractors in terms of quantities, unit rate prices and applicability of prices. The construction works being performed will be predominantly civil works.
- ✓ To check quantities and prices of the accounts submitted by contractors for works performed.
- ✓ To provide the verified details of unit rate accounts to be included in the monthly Provisional Payment Certificates issued to contractors for invoicing.
- ✓ To assist the contract specialist in estimating the value of additional works when initiated by client and the evaluation of the submitted quotes received from contractors.
- ✓ To provide assistance to the estimating and cost control departments for the evaluation of costs for performed and future works, spending trends, etc,....
- ✓ To tabulate and provide justification / benchmarking for the approval of new unit rate prices.
- ✓ To perform spot check names of contractor personnel mentioned on timesheets against the gate entry reports or any other means of personnel registration.
- ✓ To liaise on a daily basis with the INEOS Site construction team members to understand where works are being performed and to seek, where necessary, additional information / clarification on the reasoning for additional works, status of changes, etc,...
- ✓ To track the monthly and cumulative quantities of all works performed and the associated costs.
- ✓ To provide unit rate progress financial input into the monthly report which is assembled by the Contract Specialist for approval by the Contract Manager before distribution.

### Je profiel

- ✓ Education: qualified engineer (preferably civil).
- ✓ Minimum five years' experience as a quantity surveyor or subcontract administrator on large construction projects in the Oil and Gas Industry.
- ✓ Good technical and administration capabilities.
- ✓ Team player.
- ✓ Languages: English compulsory , Dutch is a big+.

### Wat bieden we

Be part of a prestigious longterm project! Start preferably as soon as possible.

We have possibilities for people on payroll but we definately also invite selfemployed people to react!

**Referentie:** 3180

**Projectfase:** Construction

**Discipline:** Administration, Civil, Project Support

**Functie:** Contracts Engineer, Quantity Surveyor

**Functie niveau:** Senior

**Regio:** (B) Antwerpen

**Opleiding:** Bachelor, MBO/TSO

**Ervaring:** 3-8 jaar, 8-15 jaar, 15+ jaar

**Contracttype:** Project

**Geplaatst:** 26-06-2024

**Adviseur:** Eric Leliveld

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