

<https://www.connect-energy.com/job/senior-quantity-surveyor/>

## Senior / Quantity Surveyor

### Description

- Assists in the follow up of pre and post-contract administration of projects assigned;
- Assists in the preparation of tender bid documents;
- Assists in reviewing work specifications, take-off quantity, costing and liaise with contractors and suppliers;
- Understands the contractual terms and works to ensure that other stakeholders such as Project Team Members, Accounts and Finance understands and complies with the terms;
- Assists the Senior/Commercial Managers in providing effective support to Project Team and establishing good working relationship with Project Managers, Clients, contractors and sub-contractors;
- Assists in resolving contractual and commercial issues with clients, contractors and suppliers;
- Assists in the co-ordination of the procurement of materials and suppliers for the projects and ensuring expenses within budget;
- Assists to evaluate contractors and sub-contractors' bids and in the recommendation of awards for contracts as appropriate;
- Assists in the close monitoring of project costs and puts up project cost reports on a scheduled and ad-hoc basis;
- Assists in cost control of projects and ensure that all purchases are within budgets;
- Puts up budget reporting on a regular basis;
- Assists in negotiating with vendors for cost reduction of purchases;
- Assists to verify all payments are in order before payments by Company;
- Assists to monitor all payment collections;
- Assists to perform closing of final account;
- Attends to all contract administration matters and maintains proper documentation of the project;
- Attends site and other meetings as required.

### Qualifications

- Degree in either Quantity Surveying/Building Sciences/Engineering
- Min. 3 years of professional working experience in quantity surveying (more years of experience will qualify for senior position)

### Hiring organization

Connect Energy

### Employment Type

Contract

### Duration of employment

1 – 2 years, renewable contract

### Job Location

Remote work from: Singapore

### Date posted

November 4, 2019