

Job Description

Job Title	Intermediate Surveyor
Reporting to	Senior Surveyor

Company Overview

Abbey Pynford Geo Structures is a leading dynamic Ground Engineering Solutions Company with considerable expertise in the complex fields of foundation engineering, underpinning, piling and basement construction.

The company was established in 1988 and holds over 42 years' experience in ground engineering and specialist underpinning as well as enjoying a reputation for outstanding quality and service renowned throughout the UK.

Role Overview

Contributing to the management and mitigation of commercial risk to Abbey Pynford Geo Structures. Supporting the Contracts Management Team in the management and control of commercial, surveying and cost control functions across several contracts at any time.

Duties and Responsibilities

Demonstrate good people management skills, be well organised and conform with company processes / procedures. Must be a team player at all levels.

At tender stage assisting estimators by reviewing tender conditions/specifications and advising on tender qualifications. The preparation of sub contract packages for tender quotations.

Attending pre-contract meetings where appropriate, and dealing with any letters or correspondence that reference commercial issues.

Assist the Senior Surveyor in managing risk by reviewing letters of intent, orders, terms of contract and ensuring company's position is protected if necessary. Reviewing and offering recommendation on client credit checks and negotiating / agreeing payment terms if required.

Compiling sub contract orders, assisting the senior surveyor in agreeing terms of contract ensuring company's position is protected at all times should subbies fail to perform.

Managing all commercial interactions with third parties including sub-contractors and Labour only Sub-Contractors to ensure that the company's risk is limited and commercial position protected.

Managing weekly / monthly invoicing / applications

The compilation of AP valuations and subbie valuations to us

The measurement of AP claims / variations and subbie claims to us

Compiling and negotiating AP claims

Preparation and settlement of AP final accounts and subbie accounts to us

Managing cost control and budget models

Compilation of tenders for bona fide sub-contractors

Dealing with all commercial administration, letters and correspondence relating to contracts on an individual basis to bring a successful conclusion to the contract, liaising and managing external consultants or representatives as and when necessary.

Where appropriate, carry out post contract review on contract finances.

Weekly / monthly reporting - managing WIP monthly reporting process and job costing reviews. Ensuring that weekly sales forecasts are issued to accounts, variations are tracked and payment terms are strictly followed.

Liaising with the accounts department including assisting the Credit Controller in debt control / collection.

Understand and support the Abbey Pynford Integrated Management System (IMS) and all company accreditations.

Seek self improvement as well as contribute to the development of the business and team. Encourage and support others within the team to achieve the same.

Commitment to support and demonstrate by example the company's Vision, Mission and Values

The role requires management skills and you will be expected to demonstrate these in a positive and proactive manner.

Signed by:

Employee

Signed by:

Manager
