

ABOUT US

Established in 1991 R Benson is a family run business with a simple ethos - **to provide quality at a competitive price**. We take pride in delivering each project to the highest quality and safety standards, on time and on budget. We are currently experiencing a sustained period of growth our team is growing. Based in Chesham we are a principal contractor providing construction and asset management solutions to affordable housing providers, educational institutions and commercial businesses across the South East.

ABOUT YOU

You are a self motivated person who has a passion for the construction industry and a minimum of two years' quantity surveying experience - preferably in planned works. You will be based in our head office in Chesham or our London Office initially but will be required to attend sites across London and the Home Counties. You must be able to:

- Work on your own initiative with managerial guidance
- Communicate well at all levels, both written and verbal
- Be experienced in the use of office IT applications such as Microsoft Excel and Word
- Take instruction from senior managers and effectively carry out tasks

ABOUT THE ROLE

With the guidance of the managing QS you will:

- Prepare a list of enquiries at procurement stage and collate tender information which will be sent out to supply chain for pricing
- Analyse tender returns and collate information for discussion with team
- Support the team to increase and improve upon existing supply chain
- Compile and issue sub contract orders and ensure these are signed and returned along with any supporting documentation
- Review and sign off on any sub contract applications and prepare and send out payment notices
- Undertake detailed internal and external cashflow forecasts
- Produce monthly AFA's for clients
- Produce monthly valuations and agree with clients
- Agree Final Accounts with supply chain and clients in a timely manner
- Work closely with the site team to ensure that all cost are recorded, provide support if needed
- Issue variation orders if required, ensuring relevant documentation is available to substantiate
- Attend site visits to provide assistance and support to both the commercial and operational side of the business
- Compile, complete and issue detailed and accurate CVR's to directors

To apply for this position please send your CV and covering letter to info@rbensons.co.uk or R Benson, Unit 2, Waterside Business Park, Waterside, Chesham HP5 1PE

If successful, you will be joining us at an exciting time of growth. Training and career progression opportunities will be available for the right candidate. We are an equal opportunities employer.