

Position: Quantity Surveyor
Location: Hong Kong
Report to: Quantity Surveying Manager

Responsibilities:

- Assist QS Manager with the collation, preparation & processing of contractual & sub-contractors' claims & variation orders. Verify & process payment & variation orders applications.
- Assess subcontractors' interim payment application.
- Negotiate with potential & existing clients, suppliers & subcontractors for favorable contract & payment terms, as well as the final account settlement of various projects.
- Undertake cost management & value recovery by carrying out cost planning & cost control; prepare cost estimation & analysis for tenders & operation projects, & hold accountable for the associated reporting duties of alteration & addition of projects.
- Assist with reporting the projects financial position including monthly cost value reconciliations & budgets. Monitor budgetary cost control & project cost flow forecasts.
- Manage & monitor consultants & contractor's performance in cost & contractual aspects.

Requirement:

- Degree/Diploma in Building Studies, Quantity Surveying or related discipline
- 2-5 years' relevant experience in curtain wall/structural steel/cladding projects
- Good command of written and spoken English
- Proficient in MS Office, especially Excel & Word
- Good measurement/drawing taking-off ability
- Good understand of contract terminology