

1. Purpose of the Role

The Quantity Surveyor is responsible for managing the commercial and cost aspects of PAQ Construction's projects. The role prepares and controls estimates, BOQs and budgets, administers valuations, payments, variations and claims, and maintains accurate cost records from procurement through to final account, ensuring projects are delivered with sound commercial control.

2. Position Overview

Item	Detail
Position Title	Quantity Surveyor
Organisation	PAQ Construction
Department	Project Management
Reports To	Construction Project Manager / GM – Operations

3. Key Responsibilities

The Quantity Surveyor will be responsible for the following:

#	Area	Responsibility
01	Estimating & BOQs	Prepare and review project cost estimates, BOQs, budgets, and quantity take-offs based on drawings and specifications.
02	Cost Monitoring & Reporting	Monitor project costs against approved budgets and provide regular cost reports and forecasts.
03	Valuations & Payments	Prepare and evaluate interim valuations, payment applications, subcontractor payments, and final accounts.
04	Commercial Evaluation	Review quotations and assist with the commercial evaluation of suppliers and subcontractors.
05	Variation Management	Identify, assess, and maintain records of project variations and changes in scope.
06	Claims	Prepare and support variation claims, Extension of Time (EOT) cost assessments, and other contractual claims.
07	Expenditure Control	Monitor material quantities, labour costs, subcontractor costs, and other project expenditures.

#	Area	Responsibility
08	Procurement Support	Assist with procurement planning by preparing quantities, specifications, and commercial comparisons.
09	Document Review	Review contracts, tender documents, BOQs, drawings, and other commercial documentation.
10	Commercial Records	Maintain accurate records of measurements, variations, payments, commitments, and project costs.
11	Stakeholder Coordination	Coordinate with Project Managers, Engineers, Procurement, Finance, consultants, subcontractors, and clients on commercial matters.
12	Close-out & Final Account	Support project close-out, final measurements, settlement of accounts, and preparation of final project cost reports.

4. Qualifications & Requirements

4.1 Education & Experience

Item	Detail
Education	Bachelor's Degree or Diploma in Quantity Surveying, Construction Management, or a related field.
Experience	Minimum 3 years of relevant experience in quantity surveying or construction cost management.

4.2 Knowledge & Technical Skills

- Good knowledge of BOQs, quantity take-offs, cost estimation, valuations, variations, and contract administration.
- Ability to read and interpret construction drawings and specifications.
- Good knowledge of construction materials, methods, and costs.
- Proficiency in MS Excel, AutoCAD, and relevant quantity surveying/estimating software.

4.3 Core Competencies

- Strong numerical, analytical, documentation, and communication skills.
- Ability to work closely with project teams and meet project deadlines.