



VACANCY

QUANTITY SURVEYOR

JOB SUMMARY

The incumbent is required to manage costs related to construction and maintenance projects from inception to completion and hand over. He/She ensures value for money on all of SPORTT's construction and maintenance projects.

APPLY TODAY!

Email resume to:
recruitment@sportt-tt.com
with position in the subject
heading

Deadline: 14 May 2019



The Sports Company of
Trinidad and Tobago

DUTIES AND RESPONSIBILITIES

- Oversees cost analyses for maintenance and project work
- Advises on procurement strategies for all sub-contract works and supply items
- Prepares tender and contract documents including bills of quantities
- Prepares and analyses in-house estimates for in-house and construction projects
- Prepares cost/value reconciliations, cost analyses for repair and maintenance project work
- Provides advice and verification of contractual and claims variations in-work
- Validates completed work and verifies payments
- Prepares tender and contract documents, including bills of quantities with the architect and/or the client
- Assists in establishing a client's requirements and undertakes feasibility studies to estimate materials, time and labour costs
- Performs risk and value management and cost control
- Prepares in-house estimates, derives cost, values variation order and analyses financial bids by identifying, analysing and developing responses to commercial risks
- Performs other related duties as required.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Training as evidenced by possession of a recognised University Degree in Quantity Surveying or a related field
- Training as evidenced by accreditation by the Royal Institute of Chartered Surveyors (RCIS) and the Chartered Institute of Building (CIOB)
- Minimum of five (5) years' experience in a related field.

COMPETENCIES

- Ability to analyse information quickly, problem solve and think strategically, position and formulate appropriate recommendations
- Ability to express ideas orally or in writing in individual or group situations
- Ability to continuously improve external and internal customer satisfaction with product or service quality and on-time delivery
- Ability to establish and maintain effective working relationships with colleagues and members of the public
- Ability to proactively acquire necessary technical knowledge, skills and judgment to perform more effectively
- Ability to work as part of a group of people, working toward solutions which generally benefit all involved parties
- Ability to set and maintain high performance standards for self and others that support SportTT's strategic plan
- Ability to prepare comprehensive reports and policy briefs
- Ability to observe and maintain confidentiality in the performance of duties
- Proficient in the use of Microsoft Office Suite.