



TheWigleyGroup

Senior Quantity Surveyor

£58,000 per annum

*Permanent, full-time position
25 days holiday, plus bank holidays
Car allowance of £6,000*

*Company performance bonus scheme
Cash plan private health care
Workplace pension scheme*

Based at our headquarters - Stockton House, Rugby Road, Stockton, Warwickshire, CV47 8LB

Established in 1964, The Wigley Group is a family-run company operating in property & development, construction and strategic land. Our headquarters are in a former stately home in Warwickshire, and the company remains in the ownership of the founder's family.

The Wigley Group delivers a wide range of projects on behalf of external clients and with in our property and landholdings portfolio. We are well-equipped to work on developments from inception through to completion, ranging from fit-outs to new builds.

The role of the Senior Quantity Surveyor is to manage the delivery of all construction projects commercially within The Wigley Group, working under the appointed project lead to ensure that all projects are delivered cost effectively and within budget, whilst upholding our company values. This will include procurement of suppliers, value engineering and management project budgets/spend.

KEY RESPONSIBILITIES

- Assist the Commercial Lead in managing the company's supply chain. Ensuring any gaps within the supply chain are filled with at least three compliant suppliers and all current suppliers remain compliant.
- Assist with the delivery of tenders. Provide at least three compliant suppliers' quotations for packages with your own evaluation and recommendations prior to elevation and selection of suppliers by the Commercial Lead.
- Complete all commercial activities on your allocated project, reporting to the project lead. This includes:

Pre-contract

- Consult and advise the pre-construction team through the project tender process advising on the selection of key subcontractor trades for tender.
- Assist the Commercial Lead to prepare a risk and opportunity schedule for tender.
- Evaluation and recommendations prior to elevation and selection of suppliers by the Commercial Lead.
- Contribute to the preparation of contractor proposals.

Post-contract

- Establish and maintain project subcontractor and supplier procurement schedules in line with the project programme.
- Consult and advise the Design Manager on design risks and opportunities.
- Consult with the Commercial Lead on contractual risks and opportunities.
- Place orders with suppliers and send to the Commercial Lead for sign off/approval.

- Establish and maintain project cost control documents to accurately monitor the project's commercial performance.
- Manage the project account using the CVR document, logging all orders place/received and applications sent/received.
- Prepare an external cash flow forecast suitable to the main contract.
- Prepare and agree interim valuations.
- Identify, quantify, value and agree variations.
- Issue notices.
- Prepare and agree final account.
- Complete client valuations and issue to accounts for invoicing.
- Complete supplier valuations and approve on approval of clients.
- Regular reporting to the Commercial Lead with monthly reports on the commercial delivery of all allocated projects.

Other duties

- Analyse current operational processes and performance, recommending solutions in a quarterly report to the Commercial Lead.
- Maximise efficiency and productivity through interdepartmental collaboration.
- Collaborate with the Commercial Lead in the development of the business and its strategic planning.
- Uphold organisational policies and standards, ensuring legislative regulations are followed.
- Ensure contractual requirements are identified and addressed in a timely manner.
- Contribute to post completion meetings to record lessons learned.

WHAT WE ARE LOOKING FOR

- At least two years' experience in a senior QS role.
- A RICS-accredited qualification.
- A keen eye for detail and quality - we and our clients set very high standards and we expect you to too.
- Good oral and listening skills - our business is all about doing business in person, so you will need to be a good speaker who can clearly express ideas.
- Strong teamwork skills - we are a strong team and the ability to work effectively with others is essential for anyone who joins us.
- Self-motivation - you must be able to use your own initiative and manage your own workload.
- Excellent time keeping - we are sticklers for promptness and our clients are too.
- Sound IT skills - applicants should be comfortable dealing with all major Microsoft Office programmes.



Please email your CV and covering email to reception@thewigleygroup.com with the reference "QtySrvyr2023" in the subject line.