

Job Title	Quantity Surveyor – Graduate
Reporting To	Senior Quantity Surveyor
Location	Leeds Office
Job Summary	<p>Permanent/ Full-time</p> <p>Marcon are looking for a talented and driven individual to join our expanding Quantity Surveying department. The role will entail supporting our QS department in a range of activities as we continue to provide a high standard fit-out service for our blue chip and independent clients.</p> <p>The successful candidate will work on a diverse range of small works, major refurbishment and new-build contracts with our client portfolio working throughout the UK & ROI, primarily within the Retail and Hospitality Sectors.</p> <p>This exciting role is in a fast-paced environment, is best suited to a candidate who is adaptable, proactive, organised, thrives to be challenged, meets deadlines and is eager to learn. The role will involve a diverse number of fast-track projects and various contract types. Career development, coaching and training opportunities will be provided.</p> <p>The role will involve working closely and supporting our senior team members in pre and post-contract phases, working on projects from their infancy at tender stage through to its completion.</p>
Responsibilities and Duties	<p>Assist the commercial team with the following:</p> <ul style="list-style-type: none"> • Liaise and communicate with the wider project team ensuring accurate site records are kept for future reference. • Demonstrate a pro-active approach to ensure that pre-determined dates are achieved in respect of monthly reporting. • Administration. • Assist in Financial Reporting. • Cost monitoring. • Valuation submission. • Final accounts.

	Sub-Contract procurement and Sub-Contract financial management
Skills and Experience	<p>Essential Criteria:</p> <ul style="list-style-type: none"> • Achieved their BSc (Hons) Quantity Surveying or equivalent. • The ability to work under pressure. • The ability to work to tight deadlines whilst juggling several different tasks. • Excellent written and verbal communication skills. • Confidence, self-motivation, and a strong work ethic. • A desire to obtain a working knowledge of a wide range of contracts. • Good numeracy and IT skills, especially in MS Office and an ability to learn specialist software packages.
Salary and Benefits	<p>Salary Negotiable pending experience Competitive Pension scheme Health Cash Plan Scheme Additional holidays pending length of service. Team Building Activities Training and development opportunities</p>
<p>If you are interested in applying for this position, please complete send your CV to Vicky.drake@marconfitout.com</p> <p style="text-align: center;"><i>Marcon are an Equal Opportunities Employer.</i></p>	