



Job Description

Document Code: JCVA-HRD-F02 Effectivity Date: February 1, 2022 Page No.: 1 Revision No.: 0 Dept/Unit: Human Resources

Job Title: Quantity Surveyor	
Division/Department: Operations	
Location: TBD	
Reports to: Jason C. Valderrama	Title: President and CEO
Type of Position:	
<input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Project-based
<input type="checkbox"/> Full Time	<input type="checkbox"/> Casual

General Description

The Quantity Surveyor is responsible for estimating the costs of the construction projects, working with contractors, builders, to provide the most cost-effective plans that meet high-quality standards. You must have strong organizational and communication skills in order to manage and direct development plans.

Responsibilities

- Prepare tender documents, budgets, bills of quantities and other relevant documents to be presented to the Site Engineers or clients.
- Gather data and quantification to verify progress of accomplishments of the project.
- Material submission, ordering, and procurement.
- Perform risk, value management, and cost control.
- Submit regular budget reports.
- Valuing completed work, managing budgets, and overseeing payments.
- Prepare project cash flow based on master schedule.
- Monitor additive/deductive change order.
- Assistance and evaluation of Value Engineered items/scope.

Qualifications

- Graduate of CE or any engineering course/program
- At least 5-10 years of experience in construction
- Has worked with QS firms and has been assigned to project sites
- Can generate full BOM/BOQ based on construction plans
- Can spearhead the procurement process from RFP to award



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Reviewed by: Pam M. Valderrama	Title: Director & CMO
Approved by: Jason C. Valderrama	Title: President & CEO

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