**Job Description – Building Surveyor/Estimator**

Full time (40 hrs/wk Monday-Friday), permanent.

P.F.Parsons Ltd is looking to recruit a Surveyor/Estimator to assist our successful team as the company continues to grow with a full order book. You will be working on a range of projects including renovations, refurbishments and new-builds across the mostly residential sector.

We are a dynamic building company based in the village of Hindon on the Dorset, Wiltshire and Somerset borders. We have a large and varied local client base primarily built on word-of-mouth and reputation, extending to a circa 20mile radius.

You will provide a vital role within our business, interpreting drawings and translating into scope of works. Site visits will be frequent, as will costing and liaising with clients. We are seeking someone who has previous experience within the construction or property management industry with excellent knowledge of Health & Safety, Building Regulations, Fire Safety and Asbestos Awareness.

**Main responsibilities**

* Able to review and fully understand the requirements detailed within tender documentation and contracts
* Measure, prepare and present quotations
* Be able to take off details/sizes/quantities from drawings as required
* Produce detailed written quotations
* Produce an outline program for potential works
* Monitor and keep track of project progress
* Overseeing and signing off Sub-Contractor invoices
* Participate in monthly project management meetings
* Offering expert product knowledge and advise to clients if applicable
* Helping clients to value engineer specifications
* Pricing variations and agreeing them with the client
* Job costing

**Person specification**

**Qualifications**

* You will ideally hold or be working towards a professional qualification such as RICS, CIOB or ABE

**Experience**

* At least 2-3 years in a construction sector environment
* Experience working with tender documents
* Previous experience/knowledge of budgets and forecasting
* Commercially aware, able to think logically

**How you will be rewarded**

* £35,000.00-£50,000.00 per year, dependent upon your experience and qualifications
* Annual leave entitlement of 28 days inclusive of all public holidays
* Company van
* Company pension contribution
* Professional development and chance to gain further qualifications

**How to apply**

Should you require any additional support with your application please get in touch via janey@phparsons.co.uk

Please forward all applications to janey@phparsons.co.uk. Applications are to include and up to date CV and a covering letter.