



BUILDING ON PARTNERSHIPS

- **Quantity Surveyors**
- **Site Managers**
- **Project Managers**

**Pindan** is one of **Western Australia's** leading and fastest growing construction and development management companies. We have been in the building industry for 30 years. Our expertise includes commercial and residential projects, such as multi-residential, aged-care facilities, medium density housing developments, resorts, colleges, etc.

We are seeking suitably qualified individuals with a minimum of five years commercial and civil contracting experience to fill the above vacancies.

It is envisaged that shortlisted candidates will be interviewed either in Pretoria or Port Elizabeth in early August 2010. Assistance will be given towards visa and relocation costs for the successful candidates.

**All Applications will be handled in strict confidence and should be emailed to the Human Resources Manager, Lynn Hanich at [lynn.hanich@pindan.com.au](mailto:lynn.hanich@pindan.com.au). Visit our website at [www.pindan.com.au](http://www.pindan.com.au) for more information and job descriptions.**

# Generic Job Description

(Subject to Change)

**Position Title:** Quantity Surveyors

## **Position Purpose:**

The key responsibilities of this position are to prepare quantity takeoffs and costings for contracting projects which include varied types of commercial and civil construction. Outlined below are the key competencies necessary to undertake the role.

## **Principal Accountabilities**

- Read, analyse and prepare tender documentation
- Prepare quantity takeoffs in an efficient and accurate manner
- Prepare budgets and cost plans
- Analyse and select supplier and/or subcontractor quotations
- Manage time constraints in the preparation of tenders
- Consult with colleagues and senior staff to resolve issues affecting the cost effectiveness of tender submissions
- Liaise with clients, architects, consultants and subcontractors to discuss and resolve issues
- Co-ordinate and facilitate post tender negotiations
- Prepare budget estimates based on preliminary sketches
- Analyse and compare budget estimates to similar projects

**Knowledge and Skill Requirements:** Must have a sound knowledge of the construction industry.

**Education or Equivalent experience:** Tertiary qualifications with a minimum of 3 to 5 years experience in estimating within a building construction environment.

**Specialised Knowledge and/or skills:** Excellent computer skills