Job Title: Quantity Surveyor (QS) Manager

Department: QS

Location: Bangalore, Mumbai, NCR

Reports To: Project Manager

Job Purpose:

The QS Manager is responsible for overseeing all aspects of cost management, budgeting, and contract administration for interior fitout projects. The role includes managing the quantity surveying team, ensuring the project stays within budget, and maximizing profitability while maintaining quality and adherence to project timelines. The QS Manager will also be responsible for cost reporting, procurement, and negotiating contracts with subcontractors and suppliers.

Key Responsibilities:

1. Cost Management & Budgeting:

Prepare, manage, and monitor the project budget throughout the project lifecycle.

Provide accurate cost estimates, forecasts, and financial reports to ensure the project stays within budget.

Identify and mitigate any risks associated with cost overruns.

2. Procurement & Contract Management:

Oversee the procurement process for materials, subcontractors, and suppliers for interior fitout projects.

Manage contracts from tendering to final account, ensuring all legal and contractual aspects are properly handled.

Evaluate subcontractor and supplier bids to ensure cost effectiveness and quality standards are met.

3. Valuations and Payments:

Prepare and submit regular valuations to ensure proper invoicing and payment collection.

Oversee the interim and final payments to subcontractors and suppliers, ensuring compliance with contracts.

Prepare cost reports and valuations to monitor financial progress and report to senior management.

4. Cost Planning and Control:

Develop and implement cost control measures to ensure all project expenses align with the approved budget.

Analyse and provide advice on value engineering opportunities and cost saving strategies without compromising the design or quality.

5. Project Cost Reporting:

Produce detailed cost reports on a regular basis to inform project management and stakeholders of cost status.

Highlight any variances from the budget and suggest corrective actions.

Maintain detailed records of costs incurred and forecast final project costs.

6. Change Management:

Evaluate and manage any variations or change orders that arise during the project.

Negotiate and agree on costs associated with design changes or additional works.

Ensure all changes are documented and that both time and cost implications are properly assessed and approved.

7. Team Management:

Lead, mentor, and manage the quantity surveying team, ensuring all team members adhere to company processes and industry best practices.

Delegate tasks effectively and ensure proper training and development of junior QS team members.

8. Client and Stakeholder Communication:

Liaise with the client and project stakeholders to ensure clear communication of costs, variations, and project status.

Provide cost advice and commercial support to the project team to make informed decisions.

9. Risk Management:

Identify potential financial risks in the project and implement strategies to mitigate them.

Monitor market conditions, inflation rates, and material availability to anticipate future cost fluctuations.

10. Final Account Settlement:

Prepare and agree on final account settlements with the client, subcontractors, and suppliers.

Ensure all project costs, including variations and claims, are finalized and approved.

Required Skills & Qualifications:

Educational Background:

Bachelor’s degree in quantity surveying, Construction Management, Civil Engineering, or a related field.

Professional certifications (e.g., RICS) are preferred.

Experience:

At least 7-10 years of experience as a Quantity Surveyor, with a minimum of 3 years in a management role within the interior fitout or construction industry.

Proven experience in interior fitout projects is highly desirable.

Technical Skills:

Proficient in cost management software and tools (e.g., MS Excel, AutoCAD etc).

Strong knowledge of contract law.

Ability to read and interpret blueprints, technical drawings, and project plans.

Analytical Skills:

Strong analytical and problem-solving skills with the ability to manage complex financial data.

Ability to perform cost analysis, risk assessments, and value engineering.

Communication & Negotiation Skills:

Excellent communication skills to liaise with clients, contractors, and internal teams.

Strong negotiation skills with a proven ability to negotiate contracts and resolve disputes.

Leadership & Teamwork:

Strong leadership skills to manage and mentor the quantity surveying team.

Ability to work collaboratively with the project management team, designers, contractors, and other stakeholders.

Attention to Detail:

High level of accuracy and attention to detail when preparing cost estimates, budgets, and reports.

Work Environment:

This role requires working at the project site and office, with regular interactions with project teams, contractors, and suppliers.

Flexibility to work under pressure and meet deadlines is essential.

Key Performance Indicators (KPIs):

* Budget adherence and cost control.
* Timely submission of cost reports and valuations.
* Effective management of variations and change orders.
* Successful final account settlement and client satisfaction.
* Team productivity and development.