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## **Quantity Surveyor (Civil Construction, Commercial and Residential interior Fit-out & Landscaping)**

**Location:** Dubai

**Department:** Commercial / Contracts

**Reports To:** CEO/ Managing Director

**Employment Type:** Full-time

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### **Job Summary**

We are seeking a highly skilled and detail-oriented **Quantity Surveyor** with a strong background in Residential and Commercial **interior fit-out, civil construction, and landscaping projects**. The ideal candidate will be responsible for managing project costs, preparing tender documents, evaluating subcontractors, and supporting procurement and contract administration to ensure profitability, quality, and compliance with project timelines.

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### **Key Responsibilities**

#### **Pre-Contract:**

- Review architectural, structural, and MEP drawings and specifications to prepare accurate Bills of Quantities (BOQs)
- Perform cost estimation and budgeting for interior fit-out, civil works, and landscaping projects
- Assist with tender documentation, pricing, and submission
- Evaluate subcontractor and supplier quotes and participate in negotiation processes



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**Post-Contract:**

- Monitor project costs and progress to ensure alignment with budgets and financial forecasts
- Prepare interim and final payment applications and coordinate with clients/consultants
- Review and certify subcontractor/supplier invoices and claims
- Maintain variation logs and submit variation orders with supporting documentation
- Provide cost advice and value engineering input during design and execution phases

**Contract Administration:**

- Draft, review, and administer contracts and subcontracts in accordance with FIDIC or bespoke terms
- Participate in contract review meetings, claims evaluation, and dispute resolution
- Support the commercial team in financial reporting, cash flow management, and risk mitigation

**Coordination & Reporting:**

- Liaise with project managers, site engineers, architects, and procurement to ensure timely delivery of project objectives
- Prepare commercial reports, cost-value reconciliations (CVRs), and forecasts for management
- Ensure compliance with legal, contractual, and company policies



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### Required Qualifications & Skills

- Bachelor's degree in **Quantity Surveying, Civil Engineering**, or related field
- Minimum **7 years** of experience as a Quantity Surveyor, with demonstrated exposure to:
  - **Interior fit-out** (offices, retail, hospitality, etc.)
  - **Civil works**
  - **Landscaping** (softscape, hardscape, irrigation, pools)
- Strong understanding of **construction methods**, materials, and project lifecycles
- Proficient in using QS software tools: **AutoCAD, MS Excel, CostX, Candy**, or similar
- Proficient use and knowledge of **FIDIC** and local UAE contract frameworks
- Excellent **numerical, analytical**, and **negotiation skills**
- Strong communication and interpersonal abilities
- Ability to manage multiple projects simultaneously and work under tight deadlines

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### Preferred Certifications (Not Mandatory)

- MRICS or working towards chartership
- UAE driving license

### Package & Benefits

- Competitive salary based on experience
- Housing/travel allowances and Air Ticket (as applicable)
- Annual leave and medical insurance