

## Dy. General Manager—Quantity Survey

A BE Civil with additional certification in Quantity Surveying in the age group of 35- 40 years. An experience of 12-15 years in the Real Estate / Hospitality industry of which at least 6 -8 years shall be in Quantity Surveying in the managerial level.

### Operations

- Collaborate with the Design & Development and Engineering Department for obtaining project details to ensure timely preparation of civil and services BOQ
- Ensure timely submission of BOQs to the Engineering Department
- Conduct periodic checks of Contractor bills against BOQs; Highlight variances (quantities and values) to the concerned Project Manager and the Chief Operating Officer
- Collaborate with the Commercial and Purchase Departments to ensure timely updation of resource related information on SAP ERP for smooth processing of BOQs
- Drive timely completion of Contractor billing certification activities as per contract terms & Organizational guidelines; Work closely with Finance & Accounts to ensure timely payments to Vendors / Contractors
- Review and ensure timely issue of tax invoices post the audit of invoices / statements
- Undertake site visits to conduct technical audits of randomly selected bills; Identify issues and undertake timely corrective action
- Work closely with the Commercial and Engineering Departments to ratify non-tender items; Liaise with Contractors to finalize rates for the same and escalate issues to the Chief Operating Officer, if required
- Oversee valuation and certification of Joint Measurement items; Collaborate with Contractors and the Engineering Department to obtain supporting documentation
- Ensure provision of timely support to the Commercial, Purchase and Engineering Departments on all BOQ and contract administration related matters
- Drive the maintenance of a database of all BOQs, Contractor bills, tax invoices, payment receipts and other related documentation
- Manage and review Department MIS and ensure periodic reporting of the same to the Top Management
- Knowledge of Estimation & Measurement Methods and Techniques
- Knowledge of Rate Analysis
- Knowledge of Cost Control Methods and Commercial Terms & Conditions
- Knowledge of ERP and Software Packages

### People

- Review performance of the Departmental staff / personnel
- Assess and fulfill training and career development requirements
- Foster an environment of learning, excellence and innovation within all aspects of team work