

# BALWIN PROPERTIES IS RECRUITING

## Junior Quantity Surveyor

### QUALIFICATIONS & EXPERIENCE REQUIRED

-  QS Qualification
-  Valid Drivers License
-  2-3 Years working experience
-  Experience Type: Quantity Surveying and Property Development

Position Type:	<b>Permanent</b>
Job Role:	<b>Junior QS</b>
Location:	<b>Johannesburg</b>
Benefits:	<b>Provident Fund / Medical Cover</b>
Joining Date:	<b>As soon as possible</b>

### KEY DELIVERABLES

-  Working on construction site, required to assist both the Site Manager and the Office-based QS.
-  Focus areas will be facilitating the smooth and efficient progress of projects, with a keen eye on cost control and financial tracking.
-  Ability to drive project success through meticulous management and oversight from a cost control perspective.
-  Ability to work from the regional offices occasionally, ensuring a cohesive connection between on-site and office-based operations and assisting the Project Quantity Surveyor with other Quantity Surveying related tasks.
-  Develop and update administrative systems to make them more efficient.
-  Proactively ensure all QS-related project deadlines are consistently met.
-  Accurately compile payment certificates and conduct on-site evaluations of subcontractor work, including labour-only and 30-day contractors.
-  Prepare detailed monthly bank valuations based on the actual work performed on-site.
-  Monitor project budgets closely, preparing comprehensive cost reports to guide financial decisions.
-  Develop and maintain short-term cash flow forecasts, providing vital financial insights to be incorporated into complete Project Cashflow's forecast.
-  Perform in-depth cost analyses comparing actual expenses against allowances, manage stock reporting, and estimate budgets for variation orders, site instructions, or contra charges.
-  Conduct cost comparisons across projects to identify efficiency opportunities.
-  Support the Site Manager with effective order management, ensuring smooth project operations.

### SKILLS AND TRAITS

-  Deadline driven
-  Ability to work well under pressure
-  Excellent verbal and written communication
-  Good interpersonal skills
-  Be able to work as a team and independent
-  Keep confidentiality essential
-  Ability to work on multiple tasks
-  Ability to establish and maintain good working relationships
-  Excellent time management
-  High sense of urgency
-  Reliable
-  Good attention to detail
-  Ability to problem solve
-  Accuracy of work
-  Good client relations
-  Good management skills

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

