



We're Hiring
Junior Quantity Surveyor

mclarke.co.uk

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Company Chairman Michael Clarke with son Eugene Clarke, Managing Director.

Celebrating 25 Years

Engaging at the earliest stage of a project, we act as a central hub for clients offering the complete end-to-end facade service from pre-construction to project handover. By overseeing the process from start to finish, we guarantee safety, innovation and take sole responsibility in delivering remarkable buildings.

Established in 1996, Clarke celebrate 25 years in business. Employing 90 plus direct employees across pre-construction, design, structural engineering, fabrication, operations and management with 180 installers, Clarke is driven by the passion of its people.

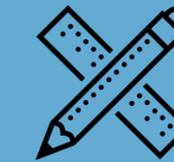
In 2022, we are moving to a state of the art facility to house our fabrication and office teams under one roof. Our newly invigorated fabrication facility is fully operational with advanced offsite machinery and equipment.



25 years in business



Family owned and run



In-house design and engineering experts



Full offsite capability



Purpose led company

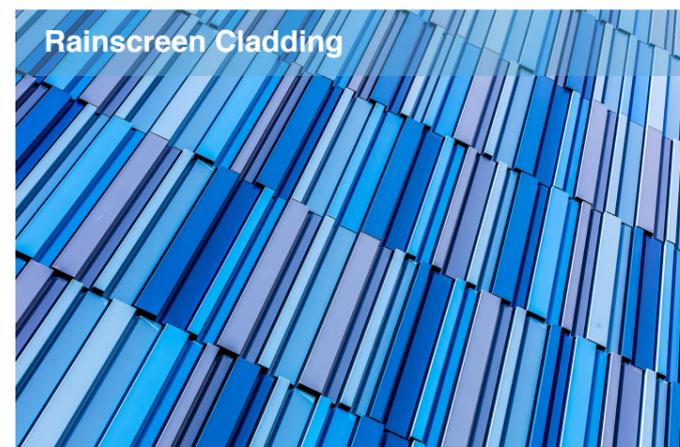


Quality and process driven

Capabilities

Determined to engage at the earliest stage of a project, we act as a central hub for clients offering a complete end-to-end facade service from pre-construction to project handover. By overseeing the process from start to finish, we guarantee innovation, safety and take sole responsibility in delivering remarkable buildings. At Clarke we have highly skilled personnel across all divisions who are passionate about what they do and who bring a wealth of knowledge to the team.

- Pre-Construction
- PCSA
- Design
- Structural Engineering
- Offsite Fabrication
- Re: Purpose



Junior Quantity Surveyor

Ensuring profitability and accountability for commercial management and programme on live large scale construction projects in a post-contract role.

As a Junior Quantity Surveyor, the role will be integral with our Operations Team and Site in a post-contract role to assist the project Quantity Surveyor to manage both project profitability and construction programmes on each live project.

You will be required to provide assistance on 2-3 concurrent projects whilst engaging, negotiating, appointing and managing subcontractors from tender to final account. You will assist with the procurement of materials and ensure efficient and timely scheduling of buying whilst exercising financial control through updated cash flows and compilation of cost value reconciliation reports.

This role is based in our Head Office in Ballymena but may require regular travel to the UK averaging 1-2 days per month.

Role Summary

As a Junior Quantity Surveyor, you are required to work closely with the Project Quantity Surveyor to assist with the below duties:

- Budget management of 2-3 concurrent projects ranging from £2m-£15m.
- Engagement, negotiation, appointment and management of sub-contractors from tender to final account.
- Procurement of materials and ensuring efficient & timely scheduling/buying.
- Analysing received tenders and assessing value for money.
- Exercising financial control through the production of updated cash-flows and assisting the compilation of cost value reconciliation reports.
- Monitoring budget vs current/forecast spends and ensuring any risk items are raised and addressed in an efficient, timely manner.
- Submission of applications for payment and agreement of interim valuations.
- Change management & identification/agreement of variations.
- On-site measurement of works.
- Successfully co-ordinate as part of the management team through liaison with clients/client representatives, architects, consultant engineers, site managers, supervisors, planners, surveyors and HSEQ officers.

Essential Criteria

- Willingness to learn and appetite to progress towards an Intermediate/Senior role.
- Knowledge of general construction methods & background in construction.
- Sound communication, numerical and literacy skills.
- High level of IT literacy, especially in Microsoft Packages (Word, Excel, PowerPoint and Outlook).
- CSR training card.
- Flexibility to travel to England or the South of Ireland on a regular basis.
- High standard of organisational and time management skills.
- Commitment to a team approach, initiative taker, problem solver and excellent client relations are a must.

Desirable Criteria

- Either be in the process of obtaining or have already obtained a third level degree in relevant construction related discipline (Quantity Surveying, Building Surveying, Construction Management etc.).
- 1-2 years experience in a similar role
- Demonstrated ability to negotiate and ensure the best value from our supply chain.
- Contractual training NEC, JCT etc
- Technical knowledge of SFS, Rainscreen Cladding & Glazing systems (Metal Technology, Aluprof, Schueco).

Training & Onboarding

Looking for somewhere to unleash your potential? You've found it!

Working alongside talented, diverse and passionate people, you will make your mark in construction through conscience, innovation and a determination to make a difference.

Our diverse, multi-skilled team work seamlessly in tandem to deliver project excellence from tender to completion. Our clients are guaranteed to work with the very best talent in the field, whose attention to detail, creativity, reliability and professionalism is second to none. We are incredibly proud of what our people have achieved, their growth and ambition are reflected in our success to date.

We've compiled a list of our typical onboarding and job-specific training:

Onboarding

- Vision, Values & Purpose
- Business Strategy
- The Clarke Way
- Objectives and Key Results
- Meet the Team
- Departmental Overviews
- Leadership Training
- Viewpoint
- Document Control
- Company Policies & Procedures
- Planning and Time Management

Benefits of working at Clarke

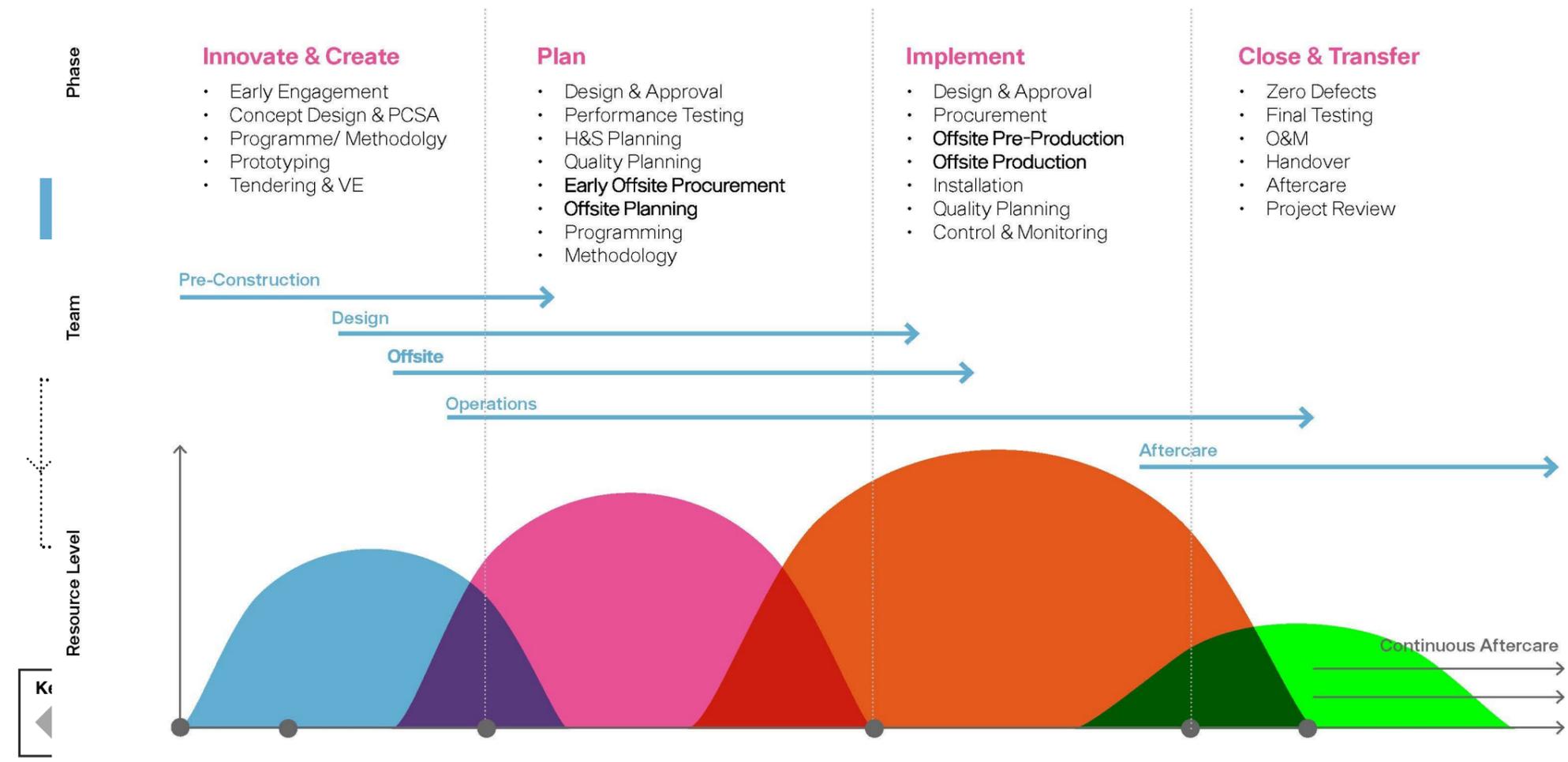
- Opportunities for career development
- Family culture
- Annual bonus
- Comprehensive training
- Company pension
- Award-winning company
- Long term career progression
- Attractive level of remuneration depending on expertise and experience
- State of the art facilities and amenities including free parking and on-site gym
- Westfield Health Cash Plan (Dental, optical, physio etc)
- Private health care
- Length of service awards

INVESTORS IN PEOPLE[®]
We invest in people Silver

Right Place to Work Award 2021
Ballymena Business Awards



The Clarke Way



#TeamClarke



“

I've been at Clarke for over 17 years, starting out as a Junior Quantity Surveyor and working my way to Company Director. Being part of the Operations team gives me a good balance of site and office, I meet a range of people. My role as Commercial Director gives me the opportunity to get involved in all aspects of the business, with a focus on the growth and commercial direction of Clarke - it's been great to experience first-hand how far Clarke has come since I first joined the team.

Laurence Rocks
Commercial Director

”



Longwater Avenue | Reading



“

I initially joined Clarke as a Receptionist, however since joining the team last year I have now progressed into Health and Safety. At present, I am completing my NEBOSH through Clarke and continue to train and develop within the department. I am thankful that the team at Clarke encouraged me to take the next steps and pursue this new role. Clarke is a great place to work, they put their people at the core of the business and always eager to support development within the business.

Cliodhna Devlin
Health & Safety Advisor

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Bath Court | Birmingham



Life at Clarke





CLARKE

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