

# BALWIN PROPERTIES IS RECRUITING



## Junior Quantity Surveyor

### QUALIFICATIONS & EXPERIENCE REQUIRED

- Matric
- 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>KZN</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)

