# POSITION SPECIFICATION

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| **Position** | **Senior Quantity Surveyor** |
| **Company** | DFI Retail Group |
| **Location** | Hong Kong |
| **Reporting to** | Head of Programme & Cost Management |
| **Website** | <http://www/DFIretailgroup.com> |

# COMPANY BACKGROUND / CULTURE

DFI Retail Group (“Group”) is a leading pan-Asian retailer. At 30th June 2021, the Group and its associates and joint ventures operated over 10,000 outlets and employed some 230,000 team members. The Group had total annual sales in 2020 exceeding US$28 billion.

The Group provides quality and value to Asian consumers by offering leading brands, a compelling retail experience and great service; all delivered through a strong store network supported by efficient supply chains.

**RESPONSIBILITIES**

* Assist with the development of cost plans and contract documentation including budgetary estimates, bills of quantities and cost optional studies
* Demonstrated experience across all aspects of cost management on a range of projects from feasibility studies to final account settlement
* Prepare tender documentation, evaluate, and prepare tender reports, review contractor valuations and other relevant documentation
* Assist in developing new ways of working to drive cost savings and efficiencies
* Measure, price negotiate and agree budgets and costs for variations to project scope
* Assess contractor payment entitlement and pass payment information to the Administration team
* Carry out reconciliation of cost and value to date and forecast to keep the management team informed of project performance
* Build relationships and work effectively with construction, design and procurement teams
* Other commercial matters as required
* Manage third party consultants as required
* Work across different markets

**QUALIFICATIONS**

* Degree qualifications in Cost Management, Quantity Surveying or similar discipline with minimum 10 years’ post-qualification experience working on a range of projects within a Retail environment. Preferably Food Retail, however other relevant retail experience will be considered
* RICS Membership or equivalent preferable
* Excellent communication skills
* Excellent team player whilst also holding the ability to work independently on own initiative
* Good IT skills, including proficient in using Microsoft Excel and Word
* A passion for work, and a strong commitment to producing high quality work
* Experience in supplier management
* Experience in working within a client environment preferable
* Meticulous, organized, detail oriented with strong numerical and analytical skills
* Mechanical and Electrical bias preferable