



Candidate Name: Motion Group — Ref MG-7

Candidate Position: Quantity Surveyor

Expected Salary: £60-70k

Location: Harlow, Essex

Education, Qualifications & Training:

- AAT Level 1 – Hertford Regional College (Sep 2019 – Jul 2020)
- BTEC Level 2 – Sports Science – Enfield College (Sep 2006 – Jul 2008)
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Personal Profile:

A highly motivated and enthusiastic Quantity Surveyor with a strong background in social housing planned maintenance, responsive maintenance and void refurbishment across large stock portfolios. Demonstrates strong organisational skills with the ability to prioritise workloads, manage commercial risk and meet deadlines under pressure. Has progressed from a finance processing background through assistant surveyor to full QS level, bringing a well-rounded commercial understanding to all workstreams. Holds a full UK driving licence and is available within two weeks.

Professional Experience:

Quantity Surveyor Aug 2025 – Present

Chas Berger

- Working within planned maintenance across a range of workstreams including windows, doors, roofing, decorations and electrical works.
- Day-to-day monitoring of works orders and projects.
- Procuring sub-contractors and suppliers to deliver works.
- Preparing estimates and submitting to client for authorisation.
- Validating and processing sub-contractor applications, payments and final accounts.
- Submitting applications to client for payment.
- Attending and holding sub-contractor and supplier contract meetings.
- Preparing and submitting tenders for larger projects.

For more information, please contact Alistair Gent on 07983 719509 or alistair.gent@motiongrouppltd.co.uk



- Creating and writing processes for methods of working.
- Identifying and weighing up commercial risks.
- Reporting on project performance on a monthly basis.
- Assisting in the mobilisation of new projects.
- Forecasting the CVR on a monthly basis.
- Carrying out post-inspections for larger works.
- Actively increasing profit margins across workstreams.

Quantity Surveyor Jan 2024 - Jul 2025

Wates Property Services

- Managed a stock portfolio of approximately 30,000 social housing properties covering responsive maintenance, void refurbishment and disrepair workstreams.
- Performed a key QS role across all workstreams of the business.
- Day-to-day monitoring of works orders and projects.
- Procuring sub-contractors and suppliers to deliver works.
- Preparing estimates and submitting to client for authorisation.
- Validating and processing sub-contractor applications, payments and final accounts.
- Submitting applications to client for payment.
- Attending and holding sub-contractor and supplier contract meetings.
- Preparing and submitting tenders for larger projects.
- Creating and writing processes for methods of working.
- Identifying and weighing up commercial risks.
- Reporting on project performance on a monthly basis.
- Assisting in the mobilisation of new projects.
- Managing and supporting a team comprising 5 Commercial Assistants, 1 Assistant Surveyor and one further QS.
- Forecasting the CVR on a monthly basis.
- Carrying out post-inspections for larger works.

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- Increasing profit margins on responsive and void workstreams.

Assistant Surveyor Oct 2019 - Jan 2024

Wates Property Services

- Managed a stock portfolio of approximately 5,000 social housing properties covering responsive maintenance and void refurbishment.
- Performed a key QS role across all workstreams of the business.
- Day-to-day monitoring of works orders and projects.
- Procuring sub-contractors and suppliers to deliver works.
- Preparing estimates and submitting to client for authorisation.
- Validating and processing sub-contractor applications, payments and final accounts.
- Submitting applications to client for payment.
- Attending and holding sub-contractor and supplier contract meetings.
- Preparing and submitting tenders for larger projects.
- Creating and writing processes for methods of working.
- Identifying and weighing up commercial risks.
- Reporting on project performance on a monthly basis.
- Assisting in the mobilisation of new projects.
- Managing and supporting a team of 3 Commercial Assistants and one further QS.

Senior Processor Feb 2014 - Oct 2019

Wates

- Processing sub-contractor and supplier invoices with strong working knowledge of CIS and VAT.
- Processing agency timesheets and invoices.
- Creating and managing weekly sub-contractor and supplier payment runs across multiple entities.
- Assisting payroll with timesheet processing.
- Unallocated cash allocation.

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- Issuing payment cheques.
- Dealing with purchase control notes (PCNs).

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