



## **JMC Projects (India)**

### **JOB DESCRIPTION SHEET**

JMC Projects (I) Ltd. is one of the fastest growing construction companies, with Rs. 1373 Crores annual turnover and order booked worth Rs. 4500 Crores is looking for self motivated **Civil Engineering Senior Professionals (Degree/Diploma) for its Building & Factories Division & Power projects.**

Job Title: Quantity Surveying –Site

Qualification: - BE Civil/ Diploma Civil

Experience: - 5 – 7 Years

Reporting to: - Site Incharge

**Key Responsibilities:** Submissions of client RA/Final Bill

**Duties and Responsibilities:**

- Responsible for study of BOQ (Bill of Quantity) as per specifications and taking out quantities from drawings.
- Preparation and Certification of RA bills.
- Identification and preparation of extra –items.
- Preparation of monthly reconciliation statement of building material.
- Responsible for verification of certified RA bills.
- Preparing all billing records and marinating it.  
Proper entering of bills without errors