



## DETAILS

<b>Job Title</b>	Quantity Surveyor – Apprentice
<b>Reporting to</b>	Commercial Manager & Quantity Surveyor
<b>Depot</b>	Newton Aycliffe, County Durham

## THE ROLE

You will assist in managing projects of various sizes ensuring clear and accurate budgets are produced at tender. You will build effective relationship with both clients and internal departments to ensure the contract is completed within its projected budget.

## A TYPICAL WEEK MIGHT INVOLVE

- Assist the other commercial team members with the running of the scheme
- Direct interface / liaison with the supply chain including material suppliers & sub-contractors
- Assisting with subcontract procurement and management, including setting up and managing small works orders, applications & invoices
- Assisting with the identification and management of change control.
- Assist in preparing compensation events & early warning notices for your line manager
- Maintain commercial information relevant to the contract & being able to report figures back to the Commercial Director
- Assist with the preparation of reports
- Assist with the preparation of applications for payment
- Assisting with commercial support on tendering where required

As a rapidly growing business, no two days are ever the same so what you do will vary. The nature of our business and the pace we move at also means that priorities do change, and you will need to be comfortable with this.

## APPLY IF YOU ARE

- A methodical thinker
- Able to deal with multiple responsibilities and deadlines
- A strong communicator and able to build strong relationships with people at all levels
- Details orientated and able to identify improvements needed
- Great at managing your time effectively
- Looking for a busy environment
- Proficient in Microsoft Office
- A good team player
- Keen to learn and take part in necessary training to succeed in the role

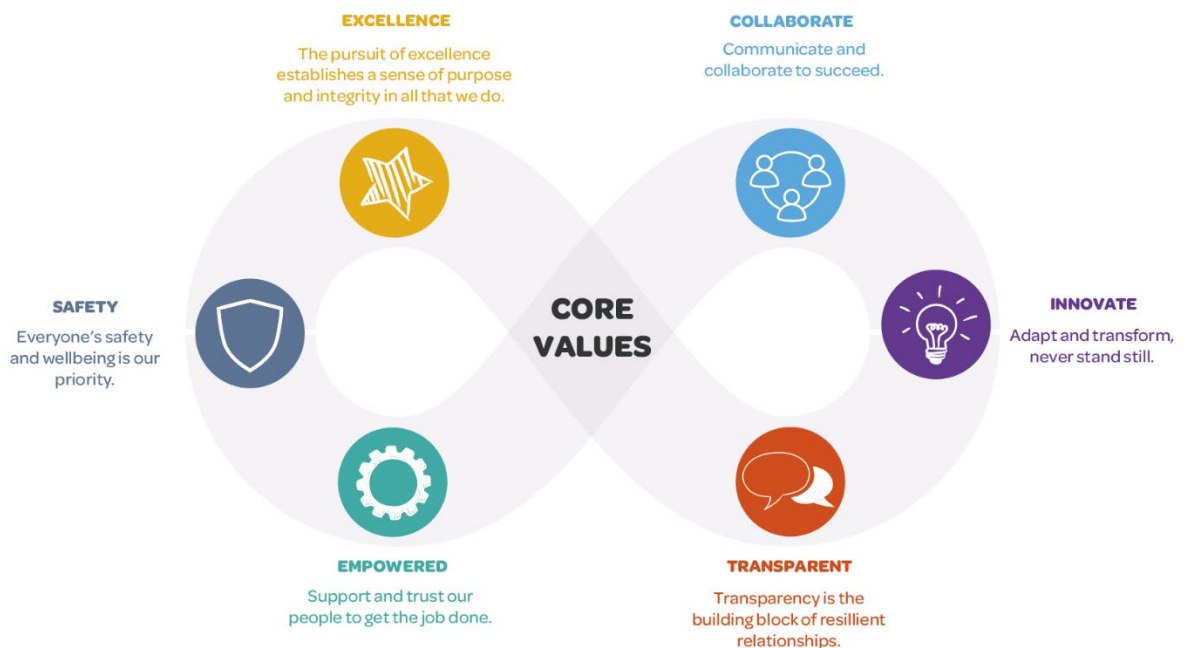
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Document Owner	Location	Document Ref	Date Reviewed
Harri Smith	Resource Management	HR/JobDescription/Administrator	24/06/21

## WHY US?

We are a growing business, and we are doing big and exciting things. We are looking for likeminded people who want to grow with us and be part of our journey and in return we offer a collaborative working environment where encourage and support continuous improvement and career development.

Our values underpin how we work and act and are crucial to our ongoing success.



We want applicants from all backgrounds and walks of life. We aim to be an equal opportunities employer and want to create a diverse workforce and inclusive environment free of discrimination and harassment.

We are committed to equal opportunities throughout employment, including remuneration, recruitment, training, and promotion of staff. We are dedicated to candidates being treated equally and assessed in accordance with their skills to perform the role we are recruiting for, and that no candidate or employee receives less favourable treatment or is unlawfully discriminated against on grounds of age, disability, gender, marital status, pregnancy, race, religion, belief, sexual orientation, or any other protected characteristic. If there is anything you need to participate fully in the interview process, we want to help so please include it in your application.

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