

Job Description for Trainee Quantity Surveyor

Hours: 37.5 Per Week

Reporting to: Quantity Surveyor, Operations Manager

Collaborates with: Managing Director, Director of Works, Health and Safety Manager and Heads of Department.

Salary: £18,000 to £20,000

Job Description

To assist the Quantity Surveyor and the Commercial team in the effective planning, costing, and execution of industrial and commercial roofing, scaffolding, and solar PV projects. The role aims to develop skills in both quantity surveying and estimating.

This role will mainly involve on-the-job training through working closely with the Quantity Surveyor, Operations Manager, and Directors. However, once the right candidate has been appointed, a formal qualification will be required.

Responsibilities (Full Training Will Be Given)

1. Cost Planning and Analysis

- Assist in developing initial project budgets and cost plans.
- Conduct market research to obtain labour costs, materials, and equipment data.
- Review and update cost estimates at various project stages.

2. Documentation

- Prepare tenders, contracts, and other financial documents.
- Assist in creating bills of quantities (BOQs) from plans, drawings & site visits.
- Maintain project documentation, ensuring all financial records are up to date.

3. Contract Administration

- Assist in the negotiation of contracts with clients, suppliers, and subcontractors.
- Monitor contract obligations and flag any deviations.
- Contribute to resolving contractual disputes and claims.
- Prepare and present the monthly application for payment to the Quantity Surveyor before submission to the Client.
- Prepare Monthly project cashflow reports to ensure business cashflow is maintained and maximised.

4. Site Visits

- Perform on-site measurements to verify quantities taken from technical drawings.
- Assist in assessing work done against invoices submitted for validation before payment.
- Participate in site meetings to stay aligned with the project team.
- Taking minutes from on-site meetings and ensuring the project team remains informed.

5. Client Liaison

- Discuss and clarify contract details and changes with clients.
- Provide financial updates and cost-to-complete projections to clients.
- Address client inquiries related to cost, billing, and changes in scope.

6. Team Collaboration

- Work closely with architects, engineers, and project managers to gather required information for estimating.
- Coordinate with various departments to ensure project continuity.
- Attend internal and external meetings as needed to discuss project financials.

7. Compliance

- Ensure all financial activities comply with industry and legal standards.
- Stay updated on changes in legislation affecting construction contracts and pricing.
- Assist in ensuring that all work meets safety and quality guidelines.

8. Reporting

- Prepare weekly and monthly financial reports to be submitted to the Quantity Surveyor or Directors.
- Assist in cost variance analysis reports.
- Provide input for end-of-project financial reconciliations.

What we are looking for

We're seeking an enthusiastic and motivated Trainee Quantity Surveyor to join our dynamic construction team, specialising in industrial and commercial roofing, scaffolding, and solar PV. Prior experience is optional, but a strong aptitude for mathematics and excellent communication skills are essential.

Candidates should be willing to enrol in the RICS-accredited Quantity Surveying qualification course program to develop their skills in the field further. This role offers the perfect opportunity for someone detail-oriented, keen to learn, and looking to kickstart a fulfilling career in Quantity Surveying. We provide a comprehensive training program and a supportive work environment to help you grow.

Benefits

- Highly competitive salary package
- Pension Scheme
- Bike to work scheme.
- Company computer
- 20 days holiday plus Bank Holidays
- Job Security
- Career Development and Progression
- Company wellness scheme
- Staff Wellness Program
- Casual dress

Job Type Full-time, Permanent

Salary £18,000 to £20,000

Schedule

- Monday to Friday – 0900 – 1700

Education

- GCSEs, including C's in Maths and English.

- Already enrolled in or willing to enrol in a RICS-accredited Quantity Surveying qualification course.

Desirable

- A-level (preferred but not essential) or equivalent, preferably in Mathematics, Economics, or a related field.

Experience

- No prior experience is necessary.

Skills

- Analytical Skills: Capable of complex data analysis.
- Communication Skills: Excellent verbal and written communication.
- Technical Proficiency: Familiarity with Apple, Microsoft Office and industry-specific software.

Personal Style and Behaviour

- Team Player: Collaborative attitude and an ability to work effectively in a team.
- Eager to Learn: Keen to develop both theoretical and practical skills.
- Professionalism: Maintains high standards of integrity and professionalism.

Licence/Certification

- Full UK Driving License (Desirable)

Work Location

- In-person working from our Plymouth office.