

JOB DESCRIPTION

Job Title: Commercial Apprentice

Job Purpose: As an apprentice within the Commercial department, you will be assisting colleagues with a range of duties whilst we support you working towards the Level 3 Surveying Technician Standard. Working alongside experience Quantity Surveying staff and learning all aspects of modern housebuilding commercial management.

Scope: The person must be reliable, enthusiastic and conscientious whilst displaying common sense and flexibility in supporting the department.

Key Responsibilities

- Photocopying, collation of information, filing and emailing
- Liaising with contractors regarding work undertaken and reviewing quality
- Understanding costings and contractor tenders
- Visiting sites with experienced Quantity Surveying staff
- Attending UCEM Workshops to complete project work for Level 3 course and progress towards associate of RICS accreditation
- Diary management and meeting room bookings
- To work and perform in a safe and conscientious manner
- Keep accurate training records/diary
- Be punctual and keep employer informed of potential absences

Working Relationships:

Effective working relationships are an essential part of daily working life. The focus in this role is:

Internal – Divisional commercial department and other divisional stakeholders, including technical, sales and construction, site based construction staff

External – Sub-Contractors, suppliers, UCEM staff, consultants

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.