

Role definition and person specification

Job title:	Trainee – Quantity Surveyor		
Reporting to:	Senior / Quantity Surveyor		
Contract:	Various	Business unit:	Scotland
Function:	Commercial	Location:	Central Scotland
Overview:	The principle purpose of the role shall be to assist the Quantity Surveying team to provide effective cost management and cost control.		
Key objectives:	To assist Quantity Surveyors to ensure projects are completed within budget; Production of tender enquiry packages; sub contract procurement & accounts; tender analysis		
Responsible for:	Gathering and producing detailed / accurate information for tender and to enhance working information		
Main duties:	<ul style="list-style-type: none"> Assist with external valuations & cash flow procedures Assist Quantity Surveyor in all aspects of financial reporting Assist surveying team with general contract administration Financial management of sub contract supply chain Ensuring projects are delivered to budget Interact with site personnel and ensure good lines of communication are maintained during the project 		
Education:	Must be willing to enrol on an appropriate Quantity Surveying course HNC or above		
Technical knowledge:	<ul style="list-style-type: none"> Must possess excellent interpersonal skills Excellent attention to detail / accurate measurement Proficient in all MS Office packages including Word, Excel & Outlook 		
Skills and abilities:	<ul style="list-style-type: none"> Passion to provide high standards of outputs as part of a team Good written and verbal communication skills Ability to meet deadlines without compromising quality of service Ability to communicate effectively both face to face and in writing with employees and customers at all levels Ability to follow verbal and written instructions Ability to build good working relationships with people at all levels Ability to communicate effectively both verbally and in writing Enthusiastic, team member with flexible output to meeting deadlines 		
Company values:	<ul style="list-style-type: none"> Customer Safe Ambitious Collaborative Responsibility 		

