



## JOB DESCRIPTION

### Trainee Quantity Surveyor

We are recruiting for a Trainee Quantity Surveyor who wants to join a Commercial Team with ambitions to be the most robust and astute in the North East. As a Trainee Quantity Surveyor, you will undertake a company sponsored degree in Quantity Surveying (Chartered Surveyor Degree Apprenticeship | Quantity Surveying BSc (Hons) 5 years part-time).

The company will invest in you to develop you into a commercial professional who will be responsible for, and capable of, undertaking the commercial management of exciting and complex construction projects. Time, care and attention will be given to you by our senior management team to develop you into an effective and powerful professional.

We are seeking a post holder who has a desire to become an integral part of the team and business. In addition, the post holder should have a passion for improving the region which, in our case, is through the development of high-quality construction projects.

In this role you will be responsible to the Commercial Manager, however, your day-to-day management will be by a Quantity Surveyor / Senior Quantity Surveyor.

### Our Core Values

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



#### Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



#### Pride & Passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



#### Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



#### Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

### Main duties;

- Assist with the timely procurement of Sub-Contractors.
- Assist with the detailed preparation of Sub-Contract Orders.
- Contribute to the preparation of Monthly Valuations.
- Assist with payment of Sub-Contractors.
- Assist with the preparation of monthly cost reports, turnover forecasts and cash flow forecasts.
- Undertake measurement of works completed on site and office-based measurement from drawings.
- Assist with the preparation of internal & external monthly reports.
- Liaison with all members of the Site team.



- Liaison with other Group Companies.
- Assist members of the commercial team with their duties.
- Any ad-hoc duties

*The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company.*

### **Continuous improvements**

You will contribute to the overall running and continuous improvement of the business, along with development of the Construction Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to Construction, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the processes outlined in IP06
- Actively participating in training and continuous improvement activities for betterment of skills and safe working practices.

### **General requirements**

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.



## PERSON SPECIFICATION

### Trainee Quantity Surveyor

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>▪ A minimum of 5 GCSEs (or equivalent) at Grade 4 or above. Maths and English must be at Grade 6 or above.</li><li>▪ Willing to undertake and commit to a 5-year university apprenticeship degree programme.</li></ul>	<ul style="list-style-type: none"><li>▪ Minimum of 3 A-Levels</li></ul>
<b>Experience/ Skills</b>	<ul style="list-style-type: none"><li>▪ Polite and approachable with a professional manner.</li><li>▪ Good verbal and non-verbal communication skills.</li><li>▪ Able to get on well with a range of people.</li><li>▪ Lively, enthusiastic, keen to learn new skills, gain hands on experience and achieve formal qualifications.</li><li>▪ Reliable, punctual and conscientious.</li><li>▪ Able to use own initiative and work as part of a team.</li><li>▪ Strong numeracy and literacy skills.</li><li>▪ Strong attention to detail.</li><li>▪ Methodical and organised.</li><li>▪ Takes pride in their work and deliver to a consistently high standard.</li></ul>	
<b>Knowledge and Other Relevant Factors</b>	<ul style="list-style-type: none"><li>▪ Familiar with MS Office - Microsoft Word, Excel and Outlook</li><li>▪ Must have full driver's license and own transport to travel to and from Head Office / site.</li></ul>	

Signed:.....  
Director

Date:.....

Signed:.....  
Employee

Date:.....