

## Role definition and person specification

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

