



Quantity Surveyor Apprentice



ABOUT THE ROLE

Redrow Homes are looking for an individual who is passionate about working in our Commercial department as a Quantity Surveyor Apprentice. A crucial role within this element of the construction projects you will be responsible for assisting in ensuring the monies spent in costing up new homes is spent wisely. Based in the Commercial department the successful candidate will learn how to be a Quantity Surveyor (QS) from some of the best within our industry.

The successful candidate will need to have good budgeting and problem solving skills in this varied and demanding role. As part of a two year program you will be studying a Level 3 qualification - Construction and the Built Environment in partnership with Coleg Cambria, Wrexham alongside the wealth of experience you will obtain in the office. Some travel to Wrexham will be required for training and education. If you like to make a real mark, on completion of the apprenticeship there will also be the opportunity to continue your studies. There really is no better way to start your career in the industry.

Responsible to: Commercial Director, Commercial Manager

KEY RESPONSIBILITIES

- To assist QS's with administration duties at procurement stage, preparing enquiry packs and collating tender information.
- Assist QS's with measuring both drawings and completed works on site and learn how these relate to budgets, valuations and payments
- To assist QS's with monthly valuations on site including recording plot progress, Materials On Site and colouring up site plans
- To produce subcontractor payments for review by QS's
- To produce reports for monthly Valuation meetings using Word, Excel, Powerpoint and Redrow Commercial Systems
- Assist with updating Regional Build Costs and "My Redrow" Sales Collections
- To issue sales variation orders to subcontractors
- Assist with the production and completion of subcontractor final accounts
- Placement on a Redrow site for a short period to learn the processes and different people involved in the construction of a Redrow development
- Departmental filing, photocopying/scanning, issuing drawings electronically and collation of information on a regular basis.

- Ensure familiarity with Redrow's Group Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with company policies, procedures and instructions.
- Assist the Commercial Team in implementing new ideas and methods and continue to seek ways of improving the department's goals and enhancing the reputation of the company.

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

THE PERSON (Essential)

- Keen to learn and develop within the construction industry
- Willing to undertake an additional qualification alongside work
- Flexible and has a 'can do' attitude
- 5 GCSEs including Maths and English at grade 4 or above (Grade C+) or an equivalent
- Excellent verbal and written communication skills
- Computer literate
- Ability to take on instructions
- Able to work to tight deadlines and prioritise workload
- Able to work in teams as well as using own initiative

THE PERSON (Desirable)

- Previous experience of working within / knowledge of the construction sector
- Good maths/quantitative skills
- Driving license