



COMMERCIAL APPRENTICE



ABOUT THE ROLE

The Commercial Apprentice will undertake a two-year development programme; studying for a Level 3 Construction Contracting Operations qualification, as well as gaining a wealth of experience from all aspects of the Commercial function in a Redrow divisional office.


The Commercial team is responsible for the separate functions of 'Purchasing' and 'Surveying' and also provides information on local land acquisition as well as ensuring that all Group Commercial policies and procedures are adhered to within the division. They ensure that money spent when costing up new homes is spent wisely, and the apprentice will learn the tasks and responsibilities of roles within this function, such as Quantity Surveyors and Buyers.

Responsible for: No direct reports

Responsible to: Commercial Director / Commercial Manager

KEY RESPONSIBILITIES

- Assist Quantity Surveyors and Buyers with administration duties at the procurement stage; preparing enquiry packs and collating tender information.
- Assist Quantity Surveyors with measuring both drawings and completed works on site and learn how these relate to budgets, valuations and payments.
- Assist Quantity Surveyors with monthly valuations on site – including recording plot progress, materials-on-site and colouring up site plans.
- Learn how to produce subcontractor payments, and then take accountability for completing these with regular reviews by Quantity Surveyors.
- Produce monthly reports for valuation meetings using Microsoft software (Word, Excel & PowerPoint) as well as Redrow's commercial systems.
- Work alongside Quantity Surveyors to update regional build costs and 'My Redrow' sales collections.
- Learn and then take responsibility for issuing sales variation orders to subcontractors.

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- Assist the team with the production and completion of subcontractor final accounts.
 - Undertake a short placement on a site in order to learn the processes and different people involved in the construction of a Redrow development.
 - Complete administration tasks within the Commercial office – including; filing, photocopying, scanning, issuing drawings and collecting of information.
 - Read Redrow's Group Health, Safety and Environmental policies and ensure that you comply with the 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.

THE PERSON (Essential)

- Keen to learn and develop within the construction industry
- Able to demonstrate effective budget management
- Excellent problem solving skills
- Willing to undertake an additional qualification alongside work
- 5 GCSEs including Maths and English at grade 4 or above (Grade C+) or an equivalent
- Excellent verbal and written communication skills
- Computer literate
- Able to take on instructions and learn at pace
- Able to work to tight deadlines and prioritise workload
- Able to work in both a teams as well as own initiative
- Flexible and able to travel for training and education
- Previous experience of working within the construction sector may help, but is not essential
- Good maths / quantitative skills

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.