

JOB SPECIFICATION

Position Details

Job Title	TRAINEE QUANTITY SURVEYOR
Location	Based at Alness but will be working across Inverness, Moray, and Ross-shire areas.
Working Hours	Full time 42.5 hours per week
Duration	3-year training period (potential to progress onto further training and a permanent role)
Holidays	30 days per year
Remuneration	Dependent upon experience.
Probationary Period	3 months from commencement.
Other Benefits	<ul style="list-style-type: none"> - Company pension contribution - Death in Service Benefit - Cycle to Work Scheme - Ongoing training and development
Apprentice Training	

You will undertake 3-4 years on the job training combined with studying for a degree through a Graduate Apprenticeship in Quantity Surveying, which will be on a block release basis at UHI Inverness.

Core Functions of Role:

- Assist and support all Commercial Team functions as directed by the Quantity Surveyors and/or Commercial Manager
- Preparation of tender and contract documents

As a Trainee Quantity Surveyor, reporting to the specified QS, your duties will include but not limited to:

- working out the cost of repair and maintenance work
- establishing exactly what a client wants
- weighing up commercial risks
- allocating work to subcontractors
- valuing completed work and arranging payments
- Making sure a project meets every legal and quality standard
- Making sure that the client gets value for their money
- Work for the employer in accordance with the agreed terms and conditions of employment;
- Undertake training, attend courses and seminars as required to maintain professional knowledge base.
- Be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and Safety legislation; and
- Promote at all times, the employer's best interests.

The above list is not exhaustive.

Applicant

The successful applicant will ideally have the following skills, qualities & experience:

- 1 Higher pass in Maths, Physics or technical subject or significant work experience.
- High level of communication skills.
- Can work well under their own initiative and as part of a team.

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- Displays a high degree of accuracy in their own work and attention to detail.
- Displays good and consistent presentation skills.
- Be organised with good file management skills.
- Has an appreciation towards customer focus.
- Has a flexible approach to project work and a willingness to undertake tasks out with their key job responsibilities.
- Be professional, trustworthy, friendly, timeous and reliable.