

## ***Trainee Quantity Surveyor***

PC Groundworks (South East) Limited is a Groundwork company working within the construction industry. They are a supporting company of Poppet Construction Limited based in the heart of Chelmsford. They are expanding the business across Essex, London, Kent and Cambridge and are now in need of a Trainee Quantity Surveyor. They are looking to interview suitable candidates as soon as possible to join the team as a Trainee Quantity Surveyor.

### **Assisting and working towards the below responsibilities**

- Work together with the construction team
- Support the Quantity Surveyor with Tender Enquiries
- Support the Quantity Surveyor with tender quotes for Future Estimates
- Prepare the necessary labour and materials as directed by the QS/Ops Manager department to carry out the works
- Ensure the correct use of labour, materials, and plant in line with the specification
- Ensure adequate and timely recording of any variations.
- Assisting Quantity Surveyor with costs, reports and pricing
- Check and produce subcontract applications
- Ensure subcontract final account statements are received prior to their final payment being release.
- Attend meetings with Quantity Surveyor and clients
- Assist in Pre-Tender Coordination
- General admin duties

### **Minimum requirements**

- Team orientated with a positive attitude and good sense of humour.
- You need to be a motivated individual, with the enthusiasm to learn and develop
- Productive approach to problem-solving
- Excellent communication skills and able to communicate across the business
- Efficient Microsoft skills (Excel, Word, Outlook, and Adobe knowledge)
- Live locally to the office
- Team Player
- Smart and Efficient
- Well organised

**What we can offer our Trainee Quantity Surveyor**

- Apprenticeship opportunity
- Competitive Salary of £18k
- Further progression into overall management of systems, processes and the employees administrating the same.
- Online Courses for Professional Development as well as paid training courses to support you within your role and further development.
- Company phone
- 20 Days Annual Leave + Bank Holidays + Paid Christmas Shut Down