Job Title - Apprentice Quantity Surveyor

Company Overview

Gill Associates are a Practice of Quantity Surveyors and Project Managers Chartered by The Royal Institution of Chartered Surveyors (RICS). We are a team of construction advisors successfully delivering consultancy services for over 25 years to a wide range of clients throughout the East Anglia Region and beyond.

Role Overview

Assisting Senior Surveyors in the commercial and contractual administration of construction projects.

Job Description

This is a fixed term position from the commencement of the apprenticeship until completion of the apprenticeship qualification which is expected to be in the region of 60 months in total. The role is based on 35 hours a week, with 6 hours of that allocated to completing an RICS accredited Chartered Surveying Degree. Chartered Surveyor (Degree) - Level 6.

Key Duties

- Measurement of quantities for construction works
- Estimating construction costs
- Preparing tender documentation
- Analysing tenders returned and reporting conclusions
- Visiting construction sites and attending site meetings
- Reviewing contractor's applications for payment and variation costs
- Management and reporting of project costs
- General office administration

Desired Skills

- Eagerness to learn
- Passionate about the construction industry
- Good verbal and written communication skills
- Capable of working on own initiative and as part of a team
- Good time management and planning
- Tenacity and positivity with a strong drive to succeed

Qualification's

- GCSE at Grade 4 or above in Maths and English
- Level 3 or A levels

Entry onto the apprenticeship is subject to an initial assessment to establish course suitability.

Compensation

- Salary — At least Apprentice Minimum Wage depending on experience and qualification.
- Holiday — 28 days holiday per year including Bank and Public Holidays

To apply for this role, please register your interest by emailing your CV and accompanying letter to: apprenticeships@suffolk.gov.uk

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