



TRAINEE QUANTITY SURVEYOR

Overview: A Fantastic opportunity has arisen for a Trainee Quantity Surveyor to join the existing team at our expanding Horley Office.

Role: - Assisting senior surveyors with the following duties,

- preparing tender and contract documents, including bills of quantities with the architect and/or the client;
- undertaking costs analysis for repair and maintenance project work;
- assisting in establishing a client's requirements and undertaking feasibility studies;
- performing risk and value management and cost control;
- advising on procurement strategy;
- identifying, analysing and developing responses to commercial risks;
- preparing and analysing costings for tenders;
- allocating work to subcontractors;
- providing advice on contractual claims;
- analysing outcomes and writing detailed progress reports;
- valuing completed work and arranging payments;
- maintaining awareness of the different building contracts in current use;
- Understanding the implications of health and safety regulations.

The Candidate

- A Driven, Self-Motivated attitude, with the ability to work on your own initiative
- A quick Learner with good organizational and analytical Skills
- A team-focus with the ability to interact with a wide variety of people at all levels
- Preferably full UK driving License – Due to accessing sites
- The working hours of this role are 8 am to 5 pm
- Currently studying or willing to Study for HNC or Equivalent

In the first instance please send your current CV with a covering letter to tonydias@qspmltd.com or call us on 01293 820350

Equal Opportunity Employer

Applicants and employees in this classification may be required to submit to a drug screening test and background check.



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