

We have an exciting new opportunity for a Trainee Quantity Surveyor to join our established commercial team, with responsibility for assisting in managing a portfolio of work in excess of £20m.

The successful candidate will have a strong desire to work within the commercial construction sector and it would be advantageous to have obtained some work experience in a similar role with a main contractor. We are looking for candidates who are currently on the path to a construction orientated Degree/BTEC/HNC/HND and have a minimum of 3 A levels and 5 GCSE's (A-C grade) or equivalent, although other relevant qualifications will be considered. Strong IT skills are critical for the role, along with the ability to work within a fast paced and challenging environment.

## **ROLE DETAILS:**

Reporting to the Commercial Director, the Trainee Quantity Surveyor will assist a commercial lead in managing various contractual relationships with both our clients and our supply chain.

We have a commitment to developing Trainee Surveyors, guiding and mentoring them under the leadership and supervision of the commercial team leader. Our aim is to develop all of our trainees with a view to promoting them to Lead Surveyor at the earliest opportunity as part of their personal career development.

We offer a training scheme with on the job training, including mentoring arrangements, plus day-release for College or University attendance to pursue and complete an appropriate qualification.

The successful candidate will be an enthusiastic and committed team player with an ability to communicate effectively at all levels, and produce accurate periodic financial reports. Excellent time management skills and the ability to work effectively under sometimes demanding deadlines is essential.

Typical project values range between £5m- £30m.

## **SPECIFIC RESPONSIBILITIES:**

- Assist with providing clients with accurate budgets and the subsequent operational management of agreed cost plans
- Provide support in the preparation of comprehensive supply chain orders and their subsequent financial management
- Assist in managing and monitoring of all financial flows
- Process relevant approvals of payment notices, applications, valuations and variations
- Promotion of ARJ principles and ethos whilst working within a team based environment
- Attendance at project reviews and site meetings as required
- Take ownership of your professional development and maintain a training log
- Regular attendance at your academic college

## **EXPERIENCE REQUIRED:**

- A solid education including a minimum of 5 GCSE's (A-C Grade) and 3 A levels (A-C Grade) or equivalent.
- Strong IT skills

## **LOCATION:**

This role will be based out of our Stevenage Head Office with a requirement to travel to project sites, typically across Greater London, Home & Southern Counties as required.

**PACKAGE:**

ARJ recognise and appreciate the hard work and commitment of our staff.

The successful candidate will enjoy a competitive salary (based on experience), in addition to 21 days annual leave (plus Christmas shut down and all statutory holidays), pension scheme, car/car allowance, laptop and mobile telephone.

**TO APPLY:**

Please email your updated CV to our in-house recruiter at [recruitment@arj.co.uk](mailto:recruitment@arj.co.uk), including details of your interest and suitability for this position. Please quote Ref: ARJ-AQS on all correspondence.

Postal applications can also be sent to:

F.A.O: Sam Carroll – In-House Recruiter ARJ Construction Ltd, Bedford House, Meadway Technology Park, Rutherford Close, Stevenage, Hertfordshire SG1 2EF

We aim to reply to all applicants within 5 days of your application.

ARJ Construction Ltd are an equal opportunities employer.

**Strictly No Agencies without express invitation.**