

ROLE PROFILE

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| Job title | Commercial Apprentice – Quantity Surveyor | Reference ID: W13904 |
| Location | Greenford | |
| Reporting to | Commercial Manager | |

PURPOSE STATEMENT

- To assist with the administration and be part of a full and efficient commercial team

KEY ACCOUNTABILITIES

- To assist the Commercial Team in their day-to-day tasks including:
- Undertaking a range of general administrative and office-based tasks including filing / photocopying etc.
- Setting up and operating standard spreadsheets within excel
- Keeping relevant records up to date
- Assist the commercial team with administration of interim valuations/applications for payment to the clients/main contractors
- Assist the commercial team in the administration & preparation of the final accounts
- Assist the commercial team with costings of variations
- Assisting the commercial team with subcontractor payments and release of retentions
- Assisting the commercial team to review drawing process and identifying any changes
- Visiting sites with the commercial team to take measurements for interim valuations and variations
- To carry out other duties requested of you that reasonably occur within the scope of the position

DIMENSIONS

- Deliver all work outputs in an accurate and timely manner
- Good communicator nurturing good working relationships with both Clients and team
- Represent the Company in a Professional Manner at all times
- Willing to proceed with Degree in Quantity Surveying

TECHNICAL SKILLS / KNOWLEDGE

- Strong IT skills including MS Excel
- Maths / Engineering A Level or BTEC Qualification
- An understanding of business processes and procedures team player who uses the ability to identify faults or problems in a proactive and constructive way
- Work with the team to identify potential problems and implement any changes or solutions required



Excellence



Relationships



Teamwork



Pride

PERSON SPECIFICATION

- Tough when needed, with the ability to achieve results by working with and supporting the team

Lorne Stewart Plc is an equal opportunities employer.

Closing date: 30 November 2021

If you are interested, please email your CV with the following reference number

W13904 to recruitment@lornestewart.co.uk