



COMMERCIAL APPRENTICE

DESCRIPTION OF ROLE

As a Commercial Apprentice you will undertake an in-house training and development programme which will see you experience secondments within various different functions within the business, as well as being provided with the opportunity to develop sound commercial experience within a number of different fields.

In addition you will undertake further formal training with an apprenticeship provider.

RESPONSIBILITIES

You will be asked to achieve development objectives within each department supported by a designated mentor. Key tasks will include developing your knowledge and experience of:

- Analysis of subcontract quotations, reviewing conditions/ qualifications prior to submission of a tender and preparing bills of quantities
- Preparation of interim applications, including works executed, materials on site and works by subcontractors, plus submission to the Client's team by the scheduled date
- The identification, measurement, evaluation and recovery of contract variations
- Collation of records required to substantiate additional payment and those required to defend claims received from subcontractors
- Assisting with the procurement of subcontractors and professional services on larger projects and taking ownership of procurement on smaller projects
- Producing payments and issuing associated notices to suppliers and subcontractors, including measurement of works and variations executed, to assess interim and final accounts
- Assistance with the production and submission of weekly financial forecasts, including collation of contract costs and cross checking to Accounts ledgers and other internal reports
- Health, Safety, Environment and Quality in Engineering
- Design process
- Project Delivery
- Measuring, Engineering and tendering processes

PERSON SPECIFICATION

- Excellent communication skills
- Ability to work under pressure to meet tight deadlines in a busy and demanding environment
- Ability to work independently or within a multi-disciplinary team, whilst showing clear attention to detail
- Strong computer skills are required and experience of Microsoft Office (Excel, Word and PowerPoint) is essential