

EMPLOYEE ROLES & RESPONSIBILITIES

TRAINEE QUANTITY SURVEYOR

Job Description

The successful candidate will begin by shadowing and assisting senior members of our team in their day-to-day work and will begin to work with more autonomy as they learn and progress. The role shall be mainly office-based but shall be required to attend meetings and site visits on an occasional basis.

Some of the day-to-day roles and responsibilities the candidate will be required to perform from the outset of their employment are as follows:

Pre-contract

- Assist in compilation of construction costs
- Assist in estimating and cost planning
- Assist in the preparation of contract documentation
- Attend site visits and/or meetings as requested
- Liaise with the professional team and collate design information and specifications
- Support the preparation of tender documentation
- Quantification and measurement of construction works

Post-contract

- Assist in the preparation of cost and progress reports
- Assist in the production of interim valuations
- Assist with the identification and valuation of extra and varied works
- Assist with the implementation of change control procedures and contractual notices
- Attend site visits and/or meetings as requested
- Understand contract requirements and assist with contractual correspondence

General

- Answering telephone calls and taking messages
- Checking for post and handing out as necessary
- Preparing post for sending
- Photocopying as and when required

Chartered Surveying Apprenticeship at UCEM

Following a successful year of on-the-job working and training, you shall be enrolled on the Chartered Surveyor Apprenticeship in Quantity Surveying at QCEM. The overall programme duration is 5-years. 4-years of this is a BSc (Hons) degree course in Quantity Surveying followed by a further year undertaking their Assessment of Professional Competence (APC)

to become a Chartered Surveyor and a Member of the Royal Institution of Chartered Surveyors (RICS), which commences during the final year of their BSc (Hons) course.

The course is a distance-learning, day-release course. Modus will provide the trainee one day off per week to undertake their studies during BSc (Hons) section of the course.

The course will be fully funded by Modus and the trainee will not be required to pay any fees, which is a great way to gain a degree and become Chartered whilst earning money, gaining on-the-job experience and without getting into student debt.

The requirements for the Chartered Surveying Apprenticeship is as follows:

- Obtained a minimum of 96 UCAS tariff points (or an equivalent level of attainment through recognised qualifications not included in the UCAS tariff)
- GCSE Grade C (or 4) or above in English and Mathematics or accepted current or prior equivalent maths and English qualifications

Personal Requirements

- Ability to meet deadlines
- Ability to work with people at all levels
- Competent in the use of Microsoft Office
- Good communicator
- Strong organisational skills and time management
- Sound administrative ability