

Job Description

Primary Information

Job Title	Higher Apprentice – Trainee Quantity Surveyor
Division	Tarmac
CRH Leadership Level	Individual Contributor
Location(s)	United Kingdom
Function	Circularity
Direct reports	N/A

Key Contacts

Hiring Manager	Commercial Manager
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Position Overview

Purpose and scope of the role.

The Trainee Assistant Quantity Surveyor will work with the Commercial Quantity Surveying team to provide advice and report on and control all commercial and financial aspects of projects and contracts.

Key Tasks and Responsibilities

In this role, you will:

- Form a key part of a small quantity surveying team
- Assist in preparation of contract valuations from site records provided by operational personnel
- Submit valuations to clients and assist in resolving queries that may arise
- Liaise closely with customers during contracts to ensure that additional works are highlighted and valued
- Assist with agreement of final accounts in relation to multiple contracts
- Responsible for liaison and production of contract cost and value summaries on a weekly basis
- Help identify cost savings and assist cost control during contracts
- Learn about the different business functions and what our business does forming a close alliance with the operational and commercial teams
- Aid credit control to ensure external payments are received in a timely manner.
- Assist the estimating function of the business to prepare and submit quotations when required.
- Be able to function in a fast movement environment and operate to tight deadlines
- Take pride in all work completed and be determined to succeed.
- Attend college to complete your Construction Quantity Surveying Technician, Level 4 apprenticeship to provide a good grounding to start a career within our industry.
- Any other duties as required from time to time

Key Characteristics

For this role you should be/have:

- Enthusiastic about starting a career in the construction industry!
- Keen to study for a Level 4 Qualification in Construction Quantity Surveying Technician

- Desire to develop a career in Quantity Surveying/Commercial with an eagerness to learn and develop throughout the programme.
- A team player supporting commercial requirements and overall business achievements.
- Commercial understanding and acumen along with negotiation skills.
- Proficiency in excel and related Microsoft programmes.
- Improvement focused to identify better ways of working and innovation.

Key Functional Competencies

We want our early careers programme joiners to be individuals who'll demonstrate -

- A drive to succeed - We **empower** our early careers joiners to bring the real 'you' to the workplace.
- Willingness to learn - We want you to **grow your own way**, within your day-to-day role, learning about the wider business and our industry.
- The ability to be agile - Demonstrating adaptability and having a **positive impact** within your teams.
- Excellent relationship building skills - **Better together!** You'll be someone who values the benefits of working within a team environment, and being part of a culture where you'll be encouraged to contribute

Tarmac / CRH Behaviours

Behaviours

Shape our future

Customer Focus - Building strong customer relationships and delivering customer-centric solutions.
Self-development - Actively seeking new ways to grow and challenge using both formal and informal development channels.

Drive our impact

Action Oriented - Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm.
Drives Value - Consistently achieving results, even under tough circumstances.
Situational Adaptability - Adapting approach and demeanour in real time to match the shifting demands of different situations.

Inspire our people

Collaborates - Building partnerships and working collaboratively with others to meet shared objectives.
Communicates Effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
Fosters Inclusivity - Recognises the value that different perspectives bring to an organisation.
Instils Trust - Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Education

You are/have:

- Must have 5 GCSE's including Maths, English and Science with grades (A-C) or numbered equivalent (9-4). Or a completed Level 2 apprenticeship.

Other

Higher Apprentices – after your first year, while learning in your day-to-day role, you will complete our Core Skills Graduate Development Programme.

This programme is delivered through 8 modules over 2 years, designed to expand business knowledge, strengthen soft

skills and offer networking opportunities to enable a successful transition to your destination role.