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| **Job title:**  | Trainee Quantity Surveyor |
| **Department:**  | Commercial |
| **Responsible to:**  | Commercial Manager |
| **Responsible for:**  | NA |

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| **Job Purpose:**  |
| **Working as part of the Commercial team,** you will ensure commerciality is at the forefront of all that we do.Responsibilities will include; assisting the Quantity Surveyors in carrying out project cost control, risk and opportunity management, subcontract administration, CVR reporting and cost forecasting. |

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| **Main Duties and Responsibilities:** **Budget Control*** Assist with budget preparation
* Support and assist Estimating process from budget preparation through to sub-contractor procurement
* Contribute to pre-contract and pre-start meetings
* Identify potential build cost savings through alternative specification proposals
* Provide cost information in relation to project risk and opportunity
* Minimise expenditure on variations/day works by championing the Story Homes cost control procedure

**Subcontract procurement and administration*** Assist with securing best rates through comprehensive tender lists ensuring a minimum of 3 sub-contractors per trade on each development
* Assist with securing best value achieved through procurement process
* Assist with approval of all sub-contractor tender lists prior to commencing tender process
* Assist in resolving cost discrepancies by collecting and analysing information

**Commercial Reporting*** Assist with the reporting of accurate final account & cost-to-complete figures to the end of site development life
* Minimise losses in CVRs through pro-active communication with other department functions in order to recognise potential value improvement
* Assist with the production of CVR’s in accordance with timetable
* Monitor and track changes to specifications in respect to cost implications and report to wider business
* Contribute to progress and site meetings including those with subcontractor attendance and provide commercial reports
* Collaboratively ensure any updates are recorded and understood with key colleagues.
* Produce quotations for additional customer requirements for works implications and report to wider business.
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| **Key Attributes** | Core:* Good IT skills, specifically MS Excel
* Excellent attention to detail
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| Desirable:* Basic knowledge and understanding of the construction industry
* QS qualification, working towards qualification or willingness to work towards qualifcation
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| **Qualifications/****Experience** | Core:* Full driving licence
* Excellent communication skills and problem solving skills
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| Desirable:* Experience of working in the construction industry
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| **I confirm I have read and understood my job description.** |
| Employee Name |  | Date |  |
| Employee Signature |  | Date |  |
| Line Manager Signature |  | Date |  |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*