

## **Quantity Surveying Apprentice**

**Are you about to complete your A-levels or equivalent college course and are considering a path as a Quantity Surveyor?**

**Do you want to join an award-winning multidisciplinary consultancy practice offering an incredible training package?**

**If so then please read below!**

We are a growing multi-discipline practice with 6 offices across the South of England. Due to our continued success we are looking to appoint an Apprentice Quantity Surveyor for our Exeter Office. The successful individual will be enrolled onto a RICS Accredited Chartered Surveying Degree Apprenticeship where after 4 to 5 years you will be awarded BSc (Hons) in Quantity Surveying and achieve Chartered status with MRICS.

### **Qualifications**

The successful candidate should have gained at least 5 GCSEs at Grade 5 or above including Maths & English.

Should have achieved or on track to achieve at least 96 UCAS points or equivalent.

OR

To have completed an Advanced Apprenticeship in Surveying or an Advanced Apprenticeship in Construction Technical through which a Construction and Built Environment Diploma with a minimum DD profile was obtained or through which a Construction and Built Environment Extended Diploma with a minimum MMM profile was obtained

The successful candidate should also have a good understanding of what Quantity surveying is, and is fully aware of the career path ahead.

We are looking for an enthusiastic and highly motivated individual who is determined and passionate about becoming a Quantity Surveyor.

All applicants must also have the desire to gain a full drivers licence upon eligibility.

## **Key Duties**

- Generally working with the team and assisting staff both in the office and at site visits
- Document management in accordance with QA procedures
- Meet with other professionals, clients, customers and others to obtain and provide information relating to land, property or construction
- Assisting in the preparation of cost advice in accordance with RICS guidance notes (including order of cost estimates, viability reports, formal cost plans, cash-flow forecasts, life cycle and whole life costs, etc.)
- Assisting in the preparation of tender documentation and administration of tender process'
- Assisting in the preparation of contracts
- Assisting in the post-contract cost management (e.g. administering change control processes, valuing variations, assessing contractor's claims)
- Assisting in the preparing valuations for progress payments
- Assisting in the preparation of post contract cost reports
- Assisting in the preparation of final accounts
- Ensure a safe working environment for themselves and others.
- Completing apprenticeship work to a high standard and to deadlines.
- There will be frequent travel to either Reading, Birmingham or London to undertake training.

## **Benefits**

- Join a dynamic consultancy with excellent progression opportunities and fully funded training.
- Support and guidance through your apprenticeship.
- Regular and committed training and CPD opportunities
- Up to 27 days holiday (increasing with length of service)
- Regular sports & social events-BBQ's, boat trips, bowling nights and much much more!
- Private Healthcare
- Excellent enhanced pension scheme
- Access to 24/7 counselling through our employee assistance helpline
- Exclusive restaurant, travel and retail discounts.

And much more.....

To apply please send your CV and Covering letter to Yasmin Bourroumane (HR Manager) at [y.bourroumane@baileyp.co.uk](mailto:y.bourroumane@baileyp.co.uk)

Bailey Partnership (Consultants) LLP is an equal opportunities employer.