**Post Details**

Job Title: **Commercial Apprentice**

Location: **Maple Cross**

Department: **Commercial Team**

**Purpose of the job**

To undertake a Commercial Apprenticeship. Reporting to the Commercial Manager / Quantity Surveyor/Project Surveyor, the Commercial Apprentice is required to assist the Quantity Surveyor, Project Surveyor or Senior Surveyor in their duties.  The Commercial Apprentice will attend site 80% of the time and 20% of the time will be spent studying for the apprenticeship in Quantity Surveying.

The job is primarily involved with all aspects of commercial management of the project, including internal interface with Site Management and the client team.

You should apply for this role if you:

* Have an appetite for learning
* Have good people skills and the ability to talk to others to gain information
* Are self-motivated, have energy
* Are able to use your initiative effectively and enjoy problem-solving
* Are proactive
* Have a can-do attitude
* Are able to follow instruction and ask questions
* Have a strong attention to detail
* Have strong communication skills both verbal and written
* Have a passion for Maths and STEM subjetcs

**Responsibilities**

The Commercial Apprentice will be responsible for:

• Administer contractual terms and conditions for suppliers and sub- contractors

• Support the assessment of Early Warning Notice's (EWN’s) and compensation events

• Review all instructions issued by the project manager for cost implications

• Support the change control process and assist in identifying the cost implications of any proposed changes

• Commercial support and advice to office management.

• Prepare and assist in monthly valuations

**Skills & Experience**

**Essential:**

* A passion for engineering and construction, and for the commercial and contractual mechanisms of a high-profile infrastructure project

**Desirable:**

* Work experience
* 128 UCAS Points
* A Levels in Maths & English or equivalent qualification

**Key competencies required for this career level:**

Technical:

* IT skills, able to use MS Office applications in particular – Excel
* Numeracy – the job involves handling of numbers and data