



Trainee Quantity Surveyor

Ogilvie Construction, a Scottish based Main Contractor, wishes to recruit a **Trainee Quantity Surveyor** at their Head Office in Stirling.

Reporting to a Senior Surveyor, you will assist the team of Surveyors in managing all Commercial aspects of the project. You will work with the team to control and manage costs, identify opportunities for increasing profit margins and to promote the core values of the business.

Key tasks:

- Estimating cost planning
- Procurement of labour and materials
- Tender document preparation
- Tender reporting
- Contract administration and cost control
- Valuing work
- Cost reporting on work
- Final account preparation
- Contract and dispute resolution
- Assisting Quantity surveyor
- Attending meetings and ultimately carrying out site meetings

Person specification

- Able to work to the highest standards and achieve academic qualifications on a part-time basis to the highest grades
- Able to work to demanding time and quality targets
- Ability to express yourself verbally in various meetings
- Excellent literacy and numeracy skills
- Competency at Microsoft Word Excel and Outlook
- Keen to develop relevant knowledge skills and techniques
- Demonstrates an ability to work methodically with attention to detail and
- Can work well in a team
- Self-motivated with the ability to work on own initiative following guidance
- Able to manage a number of different tasks concurrently
- Shows and is willing to accept responsibility for completing designated tasks Outline

Hours of work are 8am to 5pm. An attractive package is on offer dependent on experience. Benefits include £/attractive salary, profit share scheme, generous holidays and excellent contributory Pension Scheme.

All cv's should be accompanied by a covering letter which details your experience to date and current remuneration and should be sent to Pauline Mercer, Group HR Co-ordinator to recruitment@ogilvie.co.uk
Closing date for applications is **8 February 2019**

Ogilvie Group is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Individuals are only assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.