

# TRAINEE QUANTITY SURVEYOR

FULL TIME (40 HOURS  
MON - FRI)



**AARSLEFF**

## ✓ THE JOB

### Duties

Reporting directly to the commercial director

1. To be competent and familiar with Company IMS [Integrated Management System] and undertake duties in accordance with Company protocols.
2. Gain understanding of English Contractual Law.
3. Learn how to carry out Credit Checks and develop and agree payment plans.
4. Assist and attend Pre-Award meetings if required, ensuring minuting minutes reflect the Tender proposal / Proposed Sub-Contract.
5. Be mentored / trained by the existing Quantity Surveying team to negotiate and agree terms and conditions of Contract (various forms) prior to starting on site, including: - a. NEC b. JCT c. Bespoke
6. Be mentored / trained by the existing Quantity Surveying team to negotiate and agree collateral warranties in favour of AGE.
7. Liaison with Engineers to understand and become aware of any Contract changes happening on site.
8. Working with Operations Delivery Departments to ensure site records are current and up to date.
9. Learn to administer and monitor Contract changes in accordance with the agreed terms, including: - a. Early warnings and compensation events b. Notification of potential delay and loss and expense claims c. Variations d. Build Contemporary Records e. Demonstrations of Change
10. Supporting Operations Delivery Departments in the production of Valuations in a timely and accurate manner in accordance with contractual submission dates and the finalisation/agreement of Accounts.
11. Assist the existing Quantity Surveying team to produce Cost Value Reports (CVR) including Dashboards.
12. Assisting Accounting teams with Contractual queries and Outstanding cash/aged debts.
13. Keep up to date the Commercial Tracker and Project Details worksheet.
14. Ensure the correct filing of important contractual documents, both hard and soft copy.
15. Participate in weekly commercial & operational meetings.
16. When working from home ensure line manager is aware & ensure on hand for meetings/calls.



#stepintotheblue

## ✓ THE JOB

### Focus

- Gain an understanding and appreciation of how the existing Quantity Surveying team operates.
- Assisting with the commercial running of key projects on a daily basis, including liaison with accounts, operations, estimating and design departments.
- Gain an understanding of the commercial risks associated with a project and how these can be mitigated.
- Site visits & attend necessary meetings from pre-award to final account.
- Continuous Professional Development (formally/informally)

### Salary

- Dependant on experience and qualifications.
- Death in service – 2 x Salary, Income protection, Employee assistance programme, AarRewards discount portal, Eye test vouchers, free parking and refreshments in some office locations.

## ✓ THE PERSON

### Qualifications and Experience

- Full clean driving licence, experience working in Engineering industry is advantageous, strong communication skills, methodical and organised

Written applications to:

**FAO Mark Smith**

**Commercial Director, Aarsleff Ground Engineering, Hawton Lane,  
Balderton, Newark, Nottinghamshire, NG24 3BU**

[hr@aarsleff.co.uk](mailto:hr@aarsleff.co.uk)

\*It is the policy of Aarsleff Ground Engineering Ltd to comply with all relevant legislation regarding Equal Opportunity and Diversity.

[www.aarsleff.co.uk](http://www.aarsleff.co.uk)