

## **MANAGEMENT TRAINEE JOB DESCRIPTION**

Initially working from our St Albans head office, you will also be site based during the training period. Proactive and able to work under own initiative. Strong communication skills.

### **THE ROLE/TRAINING:**

#### **SURVEYING**

Reviewing drawings for design changes, procurement of subcontractors, cost comparisons, value engineering, preparing project evaluations.

#### **SITE MANAGEMENT**

Daily running of the site, carrying out inductions, developing an understanding of construction processes and methods, ensuring projects are delivered to programme.

#### **BUYING**

Procuring materials for site, reviewing supplier rates, managing budgets.

#### **ESTIMATING**

Assisting the preparation of tender bids for new work, attending pre-start site visits, reviewing and comparing quotes in order to comply the most competitive bid.

#### **MARKETING & BUSINESS DEVELOPMENT**

Social media and website maintenance, production of digital and print marketing material, identification and development of new tender opportunities.

#### **PRE-CONSTRUCTION PLANNING**

Learning the skill of preparing tender programmes, developing site logistic plans, attending adjudication and handover meetings.

#### **ACCOUNTS**

Processing sales invoices, purchasing invoices, assisting with banking and data input.

### **QUALIFICATIONS REQUIRED**

AS or 2 A levels.

Driving licence and own transport (preferrable although not essential)

### **UNIVERSITY COURSE – 5 year education programme, day release.**

Two year HNC course in Construction Management.

Three year Degree course in Construction Management.

Borras Construction are an equal opportunities employer committed to every member of staff's personal achievement and development, please visit the 'Work for Borras' page [here](#) for more information.

If you are interested in applying for this role, please submit your CV before the 6<sup>th</sup> May 2022 to [dchapman@borrasconstruction.co.uk](mailto:dchapman@borrasconstruction.co.uk) or [jshields@borrasconstruction.co.uk](mailto:jshields@borrasconstruction.co.uk)