



## Trainee Quantity Surveyor

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We have an opportunity for a Trainee Quantity Surveyor to join our business **Ogilvie Construction Ltd**, a major subsidiary of the **Ogilvie Group Ltd**.

You will be predominantly based at our Head Office in Stirling, but Site visits may also be required on a regular basis.

The successful candidate will also have an opportunity to commence or continue part time study.

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### **THE ROLE:**

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.

### **DUTIES/RESPONSIBILITIES:**

- 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

### **SKILLS/QUALIFICATIONS/EXPERIENCE:**

- Able to work to the highest standards and achieve academic qualifications on a part-time basis
  - 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
  - Demonstrate 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
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Hours of work are 8 am to 5 pm.

An attractive salary is offered which will be commensurate with experience. Additional benefits include profit share, generous holidays and contributory group personal pension scheme and life assurance.

CV's should be sent to Laura Henderson, Group HR Associate, [recruitment@ogilvie.co.uk](mailto:recruitment@ogilvie.co.uk)

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*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.*