

Trainee Buyer

Westridge Construction Ltd

JOB DESCRIPTION

Westridge is a forward looking construction company planning to expand our operations in the South-East to in excess of £60m over the next few years.

Due to this continued growth we are currently looking for a school/college leaver to join our team, if you are looking for a permanent position, this may be the opportunity for you!

As a Trainee you will learn and develop skills in various departments that will lead to a role in Procurement. The successful candidate will join Westridge Construction on a permanent contract. You will be supported by a structured in-house training programme and we will also support you through your qualification, you will experience on-going Manager interaction, mentoring and regular progress meetings. In return we require you to be eager to learn, keen to get ahead and willing to work in all areas of the business.

This is a great opportunity to earn a salary and gain on-the-job work experience whilst obtaining your qualification.

You will receive full training in various departments (listed below) that will lead to a role in Procurement within our company.

Procurement

- Material and Subcontractor Procurement
- Negotiation Skills
- Enquiries and Cost Comparisons
- Sage 50 Construction
- Procurement strategy in relation to letting subcontractor packages

Estimating

- Measurement of all elements of construction work using industry standard methods to meet the client's requirements
- Send enquiries to various trades for pricing including selecting relevant specification
- Pricing own trades using in house data
- Completing comparison of subcontract and supply quotations, ensuring they meet the requirements of the project
- Visit site to take site notes, etc.
- Attend adjudication meetings to witness tender settlements with Directors

Surveying

- Cost Management
- Measurement/Taking Off
- Pricing Variation Works
- Carpentry Bonus Surveying
- Cost-books
- Terms of Contract

Site Management

- Planning, programming and control of on-site activities
- People Management, building good relations with staff, clients and subcontractors
- Management of the plant and materials on a day to day basis
- Health and Safety on site
- Risk Management (identifying, eliminating, minimising)
- Information management / meticulous record keeping of all relevant paperwork in a logical, orderly manner
- Quality control

Site Engineer

- Providing line & level,
- Setting out using various methods (total stations, taping etc.),
- Preparing as built information
- Surveying
- Communicating information to operatives
- Health & Safety management

Qualification Required:

- 5+ GCSE's, minimum Grade C or equivalent to include English, Maths and Science

Desirable:

- Full UK driving licence

Personal Qualities and requirements to apply for this Job:

- A keen interest in Construction
- Willing to complete an HNC/HND in Construction (college attendance once a week-fully funded)
- You will have a full driving licence
- Able to work within a team
- Self-motivated
- Good attention to detail
- Ability to communicate at all levels
- Strong communications skills, able to liaise professionally with clients and colleagues
- A positive and proactive attitude
- Flexible and adaptable approach to work
- Excellent timekeeping and flexibility to support the business needs

We are an Equal Opportunities Employer

To apply / for an application form please visit: www.westridgeconstruction.co.uk