

Apprentice Planner - Level 3 - Doncaster

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Company: Balfour Beatty

Location: United Kingdom

Category: business-and-financial-operations

About the role

Become Part of the Next Generation of Apprentices at Balfour Beatty Are you looking to start your career after your studies? Our Early Careers programme gives you the opportunity to challenge yourself and be part of the solution to make the world work better. The Early Careers programme we offer has been carefully developed by the business so that you will become the best professional you can be. We want to bring out the best of your abilities whilst giving you a deep insight into the world of Infrastructure Engineering so then you can be the catalyst for change. You'll learn. You'll gain skills. You'll explore our business and our sectors having real control over where you go and what you experience next. And you'll do it all as part of a busy community of Apprentices, Year in Industry students and Graduates. Our application window for Apprentices is open..

What you'll be doing

Planning and scheduling practice:

Interpret the technical requirements to produce workable schedules, integrated plans and schedule management, levelling and smoothing and impact of uncertainty and risk; Use a variety of Microsoft Packages (including Word, Excel and PowerPoint) to compose and update documents;

Liaising with Managers and Engineers to discuss progress of the project and address any issues;

Liaise with external contractors and suppliers to organise the phases of the schedule

Communication with Clients, Suppliers and Senior leadership team;

Identify trends and variances using techniques such as earned value analysis, forecasting, critical path analysis and risk analysis;

Monitor progress/performance and analyse data;

Produce estimate programmes and schedules.

Who we're looking for

You will have a minimum of 5 GCSEs at grade 4/C or above including Maths & English or equivalent coupled with an interest in Planning.

You will have knowledge of MS packages including Outlook, Word and Excel.

You will have a friendly, organised and flexible approach to your working day and a willingness to work with and support colleagues

You will have an enthusiastic, engaged attitude and eagerness to learn and develop personally and professionally and the willingness to take responsibility for your academic and vocational development

Ideally hold a UK drivers licence at the time of joining

Why work for us

To ensure you feel prepared and informed at each stage of our recruitment journey, we wanted to share with you our key stages;

Stage one: getting to know you Our team will review applications and if shortlisted for a role with us, you will be contacted by one of our amazing recruiters. They will be keen to hear about your interests and enthusiasm to join Balfour Beatty and will talk you through the next steps.

Stage two: In-person or online interview This is the final stage of our recruitment journey and is where we get to meet you in person, either in one of our offices, or online via Teams.

For us, the most exciting part is we love hearing all about you. We also want to ensure you are getting the most out of your recruitment journey, so it's important you are curious and ask us questions too!

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