

Trainee Cost Manager

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Company: Gleeds

Location: United Kingdom

Category: other-general

About The Role

About this opportunity

Trainee responsible for assisting in all cost and procurement management processes .

Responsibilities include but are not limited to:

As a Trainee you will:

Contribute to a high quality of service and deliverables.

Assist Cost Managers in the accurate and timely delivery of services.

Assist Cost Managers in the preparation of: Order of cost estimates and option studies. Cost plans. Cost-in-use studies. Tender documentation and managing the tender process.

including designing tender marking schemes

Assist Cost Managers with the: Evaluation and reporting of tenders. Valuation of completed work and arranging for payments. Preparation and settlement of final accounts. Administration of construction contracts. Preparation of reports to customers.

Additional responsibilities include:

Successfully completing an RICS exempting degree / Degree Apprenticeship

As a Gleeds team member, you will have access to:

Opportunities to develop and grow your career

A contributory pension scheme

Employee Assistance Programme

About You

Who we're looking for:

Experience, Knowledge and Key Skills

Gain knowledge and experience in the following: Quantification of construction works and activities. Cost estimating. Cost planning. Value engineering. Procurement. Tendering Post-contract cost control. Administration of different forms of construction contract.

Demonstrate: Clear and effective communication skills - both oral and written. Methodical way of thinking and approach to work. Good organisation, problem solving and negotiating skills. Financial and numeracy management skills. Sound ICT skills, with a good level of proficiency in MS Outlook, Word, Excel and PowerPoint; Ability to work as part of a team.

Additional responsibilities include:

Successfully completing an RICS exempting degree / Degree Apprenticeship

As a Gleeds team member, you will have access to:

Opportunities to develop and grow your career

23 days holiday plus option to purchase additional days through the holiday purchase scheme

A contributory pension scheme

Employee Assistance Programme

Our Global Travel Scholarship Programme

Flexible working arrangements

Qualifications

GCSE A-Levels or other equivalent qualifications

About Us

Be part of the extraordinary

Every day at Gleeds, we influence the way people around the world live, work and travel.

Delivering on the world's most iconic projects for globally renowned clients, our teams solve complex problems that shape the future of the built environment.

One of the qualities we value in people, is the ability to think creatively about the solutions we offer to clients. With 71 offices spanning the Americas, Europe, MENA and Asia Pacific our ability to innovate and improve is a product of the varied backgrounds and experience of our people. We welcome new perspectives and ideas.

Above all, we believe that quality relationships sit at the heart of good business. We strive to be the people that seek to understand and bring people together. Wherever we are in the world, our aspiration is to leave a positive legacy for people and local communities, whilst living and breathing our three core values:

We're committed to our clients and our people

We're creative and realistic

We combine professionalism with personality

We are an equal opportunities employer and welcome applications regardless of age, disability, marital status, race, religion or belief, sexual orientation, transgender status, or gender.

We recognise the importance of work/life balance and agree flexible working arrangements to suit each individual.

Gleeds is a Great Place to Work certified employer.

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