



TRAINEE QUANTITY SURVEYOR

Responsible For

Reporting to and assisting the quantity surveyors with their daily duties
Preparing and dispatching tender packages to sub-contractors
Collating sub-contractors tenders and in consultation with quantity surveyors award contracts
Setting up job files and all necessary records
Carry out any other allocated duties that are considered appropriate within the scope of the post

Desired Skills

Excellent verbal and written communication skills
Excellent IT skills
Able to work to deadlines and prioritise
Methodical, conscientious and organised
Highly numerate with excellent attention to detail
Motivated and enthusiastic individual
Keen to develop and learn about construction industry

Qualifications – Minimum Requirement

National 5
Maths – A or B (essential)
English – A or B (desirable)
Other Topics – 4 required

Successful candidate will be expected to attend collage to gain a suitable qualification in Quantity Surveying

Apply in writing to:-
Darroch and Allan (Joiners & Builders) Ltd
3 Diagonal Road
Pinefield Industrial Estate
Elgin
IV30 6AH

**Scottish Employer
of the Year 2015**

