

Job Title:	Graduate Apprentice – Civil Engineering / Construction & Build Environment
Location:	Kirkwall, Orkney
Job type:	Full Time
Reports to:	Project Manager / Managing Director

Job Purpose:

This role is wide ranging, and no two days will be the same. Over the 4 years of study, you will develop the skills necessary to carry out various tasks, including:

- Work on a variety of different projects
- Developing relationships with clients
- Support and assist with the day to day running of crane and plant hire operations
- Ensure customers' needs are met.
- Visit sites to ensure works are on schedule
- Ensure the highest quality is maintained
- Request quotes and place material orders
- Prepare costings, bills of quantities and tender submissions for projects.

Required Skills:

- High degree of accuracy
- Proactive work ethic
- Maintain confidentiality
- Problem solving
- Proficient knowledge of MS Word and Excel
- Manage and prioritise tasks
- Good written and verbal communication skills
- Achieve a high standard of work

Skills You'll Learn:

- Project planning, execution and control
- Resource coordination
- Contract administration
- Compliance of legislation, e.g. health & safety, environmental
- Site surveying
- Principles of construction techniques
- Construction procurement & contracts

Minimum Qualification Requirements

SQA Higher BBCC to include English.

Nat. 5 grade C or above in maths or a science subject is required if not held at Higher.