

|  |  |
| --- | --- |
| Job Title: | MANAGEMENT TRAINEE – COMMERCIAL DEPARTMENT |
| **Business:** | **Taylor Wimpey West London**  |
| **Location:** | **Stratfield House, Station Road, Hook, Hampshire, RG27 9PQ** |
| **Reports to:** | **Commercial Director** |
| **Direct Reports:** | **Senior Commercial Manager** |  |
| **Main Interfaces** | **All Staff involved in site development** | **External suppliers of materials and labour** |

|  |
| --- |
| Overall Purpose |
| The aim will be to equip the successful applicant with an appreciation of the Company’s overall business and an in-depth knowledge of the Commercial function within the Regional Business Unit. The overall training will enable the successful applicant to carry out the key activities as detailed below. The aim of the training will allow the successful applicant to progress a career in Taylor Wimpey within the Commercial discipline in order to progress to a senior management level.  |

|  |
| --- |
| Key Activities |
| 1. Commercial Management of Housing Projects  |
| * Calculate all the costs on developments within the Business, reporting any movements in the costs since the preparation of the Land Purchase Exercise. Costs to include, but not restricted to house pricing, labour costs, site work operations and remediation work
* Provide a detailed cost budget and share with Site Manager at the appropriate time
* Understand the pricing of land bids and the role of the Estimator.
 |
| 2. Monitor and report costs |
| * Complete the apportionment of total costs to individual plots and produce a profit analysis for the Senior Surveyor
* Monitor and explain Sub Contractor cost movements
* Responsible for Sub Contractor payments, variation orders and day works and settlement of final accounts
* Undertake valuations of production at budgeted cost on a monthly basis and report on savings and excesses against Budget costs to the Director
* Forecast final accounts
 |
| 3. General |
| * Be aware of all Codes of Practice that impact on estimating, i.e. Building Regulations, NHBC requirements, HSE etc.
* Monitor, reconcile and recharge any costs, which relate to shared cost items with either other Businesses within the Group, or external Companies
* Attend Pre Start, Specification and any other relevant meeting as required under the Company’s Operating Framework procedure
* Input and maintain any computer based databases or systems
* Any other duties as required by the Commercial Director
 |

|  |
| --- |
| Key Competencies |
| * Team Working
* Negotiation Skills
* Attention to Detail
* Business Acumen
* Customer Focus
 |

|  |
| --- |
| Preferred Experience |
| * Experience in the discipline within the housebuilding industry would be beneficial, but not essential
* A graduate of any discipline will be considered as training will be given
* Knowledge of Building Regulations, NHBC and Health and Safety requirements would be beneficial but not essential
 |

|  |
| --- |
| **Training Progression** |
| * A College/University course will be considered depending on the nature of the successful candidate
* The successful applicant will be appraised every three/six months to review progress
* The successful applicant’s salary will be reviewed annually
 |

|  |
| --- |
| Other |
| * It will be necessary for the successful applicant to hold a driving licence and have their own transport
* It would be preferable, but not mandatory, for the successful applicant to have a minimum of 3 ‘A’ Levels at Grade C or above, and preferably educated to degree level
* IT literate and knowledge of Microsoft Office
 |

**If you would like to be considered for this role please send your CV to Phil Page,**

**Commercial Director at TW West London (email: katie.xavier@taylorwimpey.com) by**

**Friday, 17 April 2015.**

**Please advise your Line Manager if applying for this role.**

**Taylor Wimpey will only accept direct applications for this position. Agencies should not apply.**