**Management Trainee Commercial**

The Taylor Wimpey Commercial team in Cannock are currently looking for a customer-focused, team-worker Management Trainee Commercial to assist the team with any duties required by the Commercial Director.

As a Trainee we aim to equip you with an appreciation of the Company’s overall business and an in-depth knowledge of the Surveying function within the Regional Business Unit. Thereafter, subject to the Trainee’s performance a suitable vacancy will be considered.

The successful candidate will spend the first six months in the Commercial Department. Thereafter, the Trainee will spend one month in each of the Technical, Production, Sales, legal and Finance departments in order to gain a broad view of the Company’s business and to become familiar with its practices and terminology.

The trainee’s progress will be reviewed by the relevant Line Manager, and formally by appraisal every three/six months.

This role will suit an individual who has excellent negotiation skills, business acumen and attention to detail. It will be necessary for the Trainee to enrol onto a University Course which is relevant to their job to be attended on a part time basis.

**The Role:**

* 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.
* Maintain schedules of quantities and price them individually within BoQ and COINS
* Carry out all necessary labour, material, subcontract and plant procurement activities.
* 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.
* Undertake valuations of production at current budgeted cost on a monthly basis and report on savings and excesses against Budget costs to the Commercial Director
* Ensure costs to complete are up to date and accurate.
* 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 meetings as required under the Company’s Operating Framework procedure.
* Input and maintain any computer based databases or systems.

**The Person:**

* Experience in the discipline within the housebuilding industry would be beneficial, but not essential
* Knowledge of Building Regulations, NHBC and Health and Safety requirements would be beneficial but not essential.
* It will be necessary for the Trainee to hold a driving licence and ideally have their own transport
* IT skills and knowledge of Microsoft Office
* It would be preferable for the Trainee to have a minimum of 3 A Levels at Grade C or above

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

If you wish to be considered for this role then please apply by e-mail to [susan.arnett@taylorwimpey.com](mailto:susan.arnett@taylorwimpey.com) or in writing for the attention of Mrs Susan Arnett, Taylor Wimpey North Midlands, Chase House, Park Plaza, Heath Hayes, Cannock, Staffordshire, WS12 2DD.

**Closing date: Friday 23rd October 2015**

**Internal applicants – please advise your Line Manager if applying for this role.**