



Who We Are

Fox Lloyd Jones is a dynamic award winning boutique advisory and project delivery business in the property and construction sector with ambitious growth plans. Our principal service areas are:-

- Project and Cost Management
- Building Surveying Services
- Agency and Development Management
- Valuation and Banking Support including Development Monitoring
- Business Relocation

Trainee Graduate Quantity Surveyor

To assist our Construction Team in providing QS services and develop skills as a Trainee / Graduate Surveyor. Supported under the direction of Directors and Senior Surveyors, you will be required to assist with the following duties:

- Measurement, estimating and cost planning
- Procurement advice
- Preparation of tender documents / tender reports
- Preparing Contract documents
- Financial reporting and cost control
- Document control / management (hard and soft versions)
- Valuations and site inspections
- Undertaking Employers Agent and Project Management duties
- Appointment and coordination of consultants
- Attend site meetings and prepare meeting minutes.

Essential Skills and Qualifications

- Ability to take direction and meet demanding time and quality targets
- Track record in academic achievement. Minimum academic requirements – two A levels (or equivalent) Grade C or above and a minimum of five GCSE's (or equivalent) Grades C or above including Maths and English Language
- Currently studying / due to complete / have completed your RICS QS accredited degree.
- Excellent literacy and numeracy skills
- Good IT skills and competency with Microsoft Word and Excel
- Be methodical and attention to detail
- Self-motivated with ability to work on your own initiative
- Good communication skills; ability to communicate technical issues to non-technical people

Desirable Skills and Qualifications

- Full clean UK driving licence or in the process of learning to drive.

To apply please send CV and covering letter to kate.appleyard@fljltd.co.uk