



## 6 Month Construction Management (Quantity Surveying) Internship HALCM1103

### **PLEASE READ CAREFULLY BEFORE CONTINUING.**

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students and recent graduates in the UK. We work closely with our host companies to ensure the positions provide the candidates with a great experience, both professional and personal.

**REQUIREMENTS:** ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

**BENEFITS:** All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: [www.espauk.com](http://www.espauk.com)

## The Host Company

A family owned regional contractor delivering construction services throughout the South West. With construction playing a pivotal role in building communities, the company aim is to provide sustainable, innovative and user friendly living and work spaces. Through their integrated approach from prequalification & cost planning through to construction and aftercare they ensure that their customers' and their stakeholders' needs are understood. They aim to meet these needs by providing predictable outcomes and keeping their promises.

## Role

The intern will work with the consultant team and clients to collect information during a first stage and attending meetings when necessary. Process and analyse the information in order to **estimate the time, money, materials, and labour required to construct a building or provide construction service while managing different software**. In addition, the intern will be working close with the operations team during the whole process until the very end when the handover meeting happens.

## Duration

6 months

## Location

Bath. A world-heritage city in the South West of England which hosts two great universities. With a truly international feel it has wonderful cultural experiences and is just 1.5 hour train journey from London and a 15 minute train journey from the vibrant city of Bristol.

## Languages

English should be B2/C1.

## Start date

September 2016.

## Tasks

- Collating the tender\* information provided by the client / Consultant team.
- Attending a tender review meeting to agree the tender submission as well as tender interviews where required.
- Preparation of Bills of Quants to SMM7 (Standard Method of Measurement) or NRM2 (New Rules of Measurement).
- Working within the Causeway system to produce tender enquiries and sending those to Sub-contractors.
- Chasing and receiving Tenders from S/C and then collating into a comparison for review.
- Putting together the preliminaries budget with the operations team.
- Submitting the tender.
- Providing a pack of information for the commercial team and attend the handover meeting where we are successful.

\* Tender: an offer made in writing by one party to another to execute certain work, supply certain commodities, etc., at a given cost; **bid**.

## Personal Skills

### Essential:

- Education background in **Quantity Surveying** or **Building Construction** (or similar).
- Cost Management knowledge or experience.
- Comfortable with mathematics is essential.
- IT skills, preferably a very good understanding of Microsoft Excel / Word.
- Team player but also able to work individually.
- Good communication skills.

### Desirable:

- Enthusiastic and motivated individual keen to contribute to the growth of the business.
- Previous work experience in the construction industry.
- Knowledge on SMM7 (Standard Method of Measurement) or NRM2 (New Rules of Measurement).
- Quality Focus.

## How to apply

**STEP 1)** Please, register with us at <http://www.espauk.com/students/register-with-us>

**STEP 2)** Please, send an email to [apply@espauk.com](mailto:apply@espauk.com) with the reference code **HALCM1103** attaching your CV as a pdf file. A cover letter is always helpful.

## Are you eligible?

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