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| Job Title: | Graduate Management Trainee for Commercial Dept | |
| Business: | Taylor Wimpey Southern Counties | |
| Location: | Chandlers Ford | |
| Reports to: | Commercial Director | |
| Direct Reports: | Commercial Manager | |
| Main Interfaces | Land and Planning, Technical, Finance Production Departments | External suppliers of materials and labour |

| Overall Purpose |
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| <p>An opportunity exists for a management trainee to join an established and successful commercial department.</p> <p>The successful candidate will assist members of both the buying and estimating departments in their day to day activities including the promotion of cost control through the monthly valuation process and assisting in the tendering of and placing of subcontract and material orders. This will enable the successful applicant to gain a thorough understanding of the role of the commercial department within the business with a long term goal of specialising in a senior management position in either estimating or buying.</p> |

| Key Activities |
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| 1. Assisting buyers |
| <ul style="list-style-type: none"> ⇒ Helping compile tendering packages ⇒ Analysing tenders for contracts ⇒ Processing requisitions for materials |

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| 2. Assisting site estimators |
| <ul style="list-style-type: none"> ⇒ Assisting with monthly valuations ⇒ Processing subcontract payments ⇒ Assisting with Value engineering processes on current and future jobs |

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| 3. Monitor and report costs |
| <ul style="list-style-type: none"> ⇒ Assist the monitoring of Work in Progress on sites ⇒ Assist in assessing requests for additional costs to the contract ⇒ Assist with communication to site based staff of commercial matters |

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| 4. General |
| <ul style="list-style-type: none"> ⇒ Attend meetings as required ⇒ Helping Coordinate flow of information between department to ensure smooth project delivery ⇒ Input and maintain data captured in key systems to be used for future land purchases ⇒ Any other duties as required by the Commercial Manager |

| Key Competences |
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| <p>Team Working</p> <p>Negotiation skills</p> <p>Attention to detail</p> <p>Good communication skills</p> <p>Strong IT skills (Excel and Access)</p> |

| Key Experience/Qualification |
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| <ul style="list-style-type: none"> ⇒ Industry related qualification preferred but not essential as full training will be provided ⇒ Experience within building industry ideal but not mandatory ⇒ Driving licence required |

If you wish to be considered for this role then please apply to Phil Page by Friday 5th February 2010
Philip.Page@taylorwimpey.com