

Apprentice - Job Description

Job Title:	Construction Technical Apprentice
Future:	On successful completion of the 2 year apprenticeship scheme, the role will lead into procurement and project management, with the option to do a company sponsored degree at university in a construction related subject
Location:	London
Salary:	£12,000 per annum during your 2 year apprenticeship, increasing upon successful completion of the scheme
Working Hours:	32 hours per week (4 days) 8am – 5pm with 1 hour's unpaid lunch break per day and 1 day per week at college

THE ROLE

No prior experience necessary. We are looking for a motivated and dedicated individual to join our team at BSPS Ltd, a building contractor based in South West London. BSPS Ltd is a professional Main Contractor offering a range of services including Refurbishment, Decoration & Restoration, Fit Out, Dilapidation, Design & Build, and Maintenance carrying out projects such as [Tesla Motors](#), [Hotel Belgraves](#), and [Tower Bridge](#). More information about BSPS Ltd can be found on our website www.bspsltd.co.uk.

You will play an integral role in the daily operations of our business, for example: ensuring that critical subcontract and material orders get to sites on time all over London and further afield. You will need to be confident, with a good phone manner, and a desire to negotiate excellent deals on behalf of the business, so good negotiation skills are a must. You do not need any specific experience in the industry, but you need to be ready and willing to get stuck in, and complete varied, time sensitive tasks quickly and effectively.

You will be put into BSPS's training programme, and will also work under the direction of a Manager, who will give you full training in the skills required. This is a fantastic opportunity for someone who wants to join the construction industry.

The office is a short walk from Southfields tube or Earlsfield train station.

Principal accountabilities include, but not limited to;

- Assisting site and project management staff
- Assisting office staff
- Sourcing/negotiating/ordering with suppliers and sub-contractors
- Monitoring operatives and sub-contractors performances
- Assisting in estimating/tendering for contracts
- Assisting in producing and maintaining Programme's of Work

Jobholder Requirements:

Knowledge:

- Minimum of six GCSE's at grades A* - C or equivalent

Skills:

- Bright and sparky
- Enthusiastic
- Proactive
- Organised
- Have a good telephone manner
- Presentable
- Be very keen and eager to help out and uses their own initiative.
- Excellent negotiation skills
- Confident in IT including programs such as Microsoft Word, Microsoft Excel, and Microsoft Outlook
- Able to manage own workload and pro-active

This role is for an applicant wanting to attend East Surrey College, Croydon College or College of North West London and enrol on either the Construction Contracting Apprenticeship or Construction Technician Apprenticeship at BTEC/NVQ level