**Commercial Management Trainee**

A fantastic opportunity to join the Taylor Wimpey Commercial team has arisen. We are looking for a customer focused candidate who is a great team worker, planned and organised.

**The Role:**

**Commercial Management of Housing Projects**

* Calculate all the costs on developments within the Business, reporting any movements in the costs since the preparation of the Land Purchase Exercise.
* Negotiate and place orders for labour and material sub-contractors, labour only contractors and material suppliers on a competitive tender basis to ensure the business output is delivered on programme and within budget.
* Assist in the preparation of Site Budgets for authorisation by the Business Unit Management Team at the appropriate time.
* Maintain schedules of quantities and price them individually for prime cost budget.

**Monitor and report costs**

* Monitor and explain all cost movements within the site valuation.
* Have responsibility for processing all Contractor, subcontractor and consultant orders and payments, variation orders and day works.
* Undertake valuations of production at budgeted cost on a quarterly basis and report on savings and excesses against Budget.
* Forecast final accounts and prepare and present cost to complete reports.

**General**

* Gain knowledge of all codes of practice that impact on Commercial
* Monitor, reconcile and recharge any costs which relate to shared cost items with either other businesses within the group or external Companies.
* Attend Pre Tender, Pre Start, specification and any other relevant meetings as required under the Company’s Operating Framework.
* Input and maintain any computer based databases or systems including Coins and Excel.
* Any other duties as required by the Senior Commercial Manager and Company Buyer.

**The Person:**

* Experience in Microsft Excel and Word would be benficial.
* Qualifications relevant to the College/University Course.
* Experience within housebuilding industry would be beneficial

**Training Progression**

* It will be necessary for the Trainee to enrol on a recognised and relevant training course at a local college. Exam results and college reports will be reviewed at the appropriate time, and continuing employment will be dependent upon satisfactory results.
* The Trainee will be appraised every three/six months to review progress.
* The Trainee’s salary will be reviewed annually

**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.

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