

## Design & Draughting Apprenticeship Vacancy

Vacancy Details	
<b>Vacancy Title</b>	Apprentice Contracts Co-Ordinator – Ref: T365
<b>Location</b>	Barnsley
<b>Qualification Title</b>	Design & Draughting Apprenticeship Level 3
<b>Duration of Course:</b>	30 Months
<b>Job Description</b>	<p>Compass Engineering are looking to recruit an apprentice contracts co-ordinator to join and be part of the project team being actively involved in your projects from receipt of order, through design and production to completion of the site installation, ensuring the smooth running through each discipline of the business to deliver a positive outcome.</p> <p>Duties to include:</p> <ul style="list-style-type: none"> <li>• Supporting our Design Team to produce steel solutions with our Client’s Engineers and Architects</li> <li>• Working with our Clients to understand the needs of the project to ensure Customer Service</li> <li>• Cost control and pricing variations. You will also need to agree values with our Client’s</li> <li>• Programming work with internal production and site installation team</li> <li>• Purchasing materials and services from suppliers and contractors</li> <li>• Health and safety management to meet CDM Regulations</li> <li>• Co-ordination of site resources with internal site team to meet customer requirements</li> </ul> <p>The ideal candidate will have to be computer literate, self-motivated and good communication skills. Most importantly Is a strong desire to study and learn to contribute to the built environment.</p> <p>You will develop skills in AutoCAD and other software and have the opportunity to complete a level 3 diploma in Design and Draughting and BTEC level 3 in Construction and the Built Environment.</p> <p>Apprentices must show commitment to the following:</p> <ul style="list-style-type: none"> <li>• To achieve apprenticeship standard within the specified time frame</li> <li>• Attend the apprenticeship induction programme</li> <li>• Attend all of the training sessions for the programme whenever necessary</li> <li>• Undertake any other required development work as part of the apprenticeship programme as requested</li> <li>• Any other duties as deemed appropriate by senior staff.</li> </ul> <p>Apprenticeship start throughout the year and are open to any age of candidate.</p> <p>It is important that qualifications are listed on your application no matter what the grade, as your application is sifted and sent to the employer based on meeting the Employers Vacancy Criteria.</p>



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<b>Hours Per week</b>	39
<b>Working week &amp; times (i.e Monday – Saturday 8:30am -5pm))</b>	Monday to Thursday – 08:30am - 5:15pm Friday – 08:30am - 3:30pm Flexibility will be required when visiting construction site
<b>Hourly Wage</b>	Minimum £5.00 Per Hour
<b>Possible Start Date</b>	16 <sup>th</sup> September 2019
<b>Candidate Requirements</b>	
<b>Desired Skills Required</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, mathematics and IT Skills</li> <li>• Literacy Skills</li> <li>• The ability to work independently without the need for close supervision</li> <li>• You will be required to work to deadlines with good time management</li> <li>• Organisation skills and attention to detail</li> </ul>
<b>Desired Personal Qualities</b>	<ul style="list-style-type: none"> <li>• The candidate must be ambitious and willing to learn under supervision who wants to develop a career in Civil &amp; Structural Engineering</li> <li>• Must be enthusiastic, punctual and reliable</li> <li>• Able to work on own initiative</li> <li>• Professional at all times</li> </ul>
<b>Desired Qualifications Required</b>	Qualifications required: 5 GCSE Grade 4-9 (A-C) Maths & English are essential. Design or IT Qualification desirable or work experience in this sector
<b>Additional Info</b>	
<b>Additional information</b>	To apply please email your CV and a covering letter to <a href="mailto:training@t3-uk.com">training@t3-uk.com</a> Follow us on Facebook for regular vacancy updates <a href="https://www.facebook.com/T3.traininganddevelopment">T3.traininganddevelopment</a>