

## Job Profile

### Technician - Apprentice/Trainee

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#### Main purpose of job

To work as an Apprentice Technician on a wide variety of challenging and interesting projects covering many different construction sectors throughout the UK, including healthcare, commercial offices, education, retail, mixed use and residential schemes.

To help ensure that Scott White and Hookins provides a first class engineering consultancy services.

To contribute to Scott White and Hookins' vision and strategic objective to provide a fully integrated, high quality service to our clients in a friendly, professional manner and to reflect our passion for innovative and sustainable construction.

#### Main responsibilities

1. Generally work normal hours of employment.
2. Keeping abreast of relevant technical matters.
3. Making every effort to maintain good working relationships.
4. Carry out the technical duties and tasks assigned to them ensuring the efficient use of resources.
5. Carry out administrative duties and tasks assigned to them.
6. Carry out training activities as directed by the Technicians and Secretaries.
7. Use AutoCAD and relevant office computer systems appropriate to the duties and tasks.
8. Ensuring designs and details produced comply with the statutory regulations and Codes of Practice.
9. Answer telephone promptly and efficiently, with a pleasant manner as directed by the Secretaries.
10. Carrying out the administrative duties and tasks assigned to them in accordance with Business Management System.
11. Undertaking selected responsibilities for relevant tasks as may be directed by the Office Manager and Technicians.

#### Location and Communication

The role is for someone based at the SUTTON office. The person would be responsible to the Engineering Manager, Technicians and Office Manager based at your office location.

#### Knowledge, skills and experience required

- GCSE's in Maths, English and Science.
- Willingness to attend college to study relevant BTEC, HNC or HND in Civil or Structural Engineering.
- Ambition to work towards achieving TEng status with IStructE or ICE
- Flexible approach to work and able to work as part of a team.
- Good communication, interpersonal and team working skills.
- Good organisation skills.
- Ability to work effectively under pressure.
- Demonstrate initiative and a proactive approach to work.
- Ability to assess, prioritise and organise self.
- Good presentation skills.