

## Avondale Construction Ltd Job Description



Position	Pre-Construction Assistant
Job Type	Permanent
Start Date	TBC
Location	8 Stucley Place, London, NW1 8NS
Salary	
Working Hours	Monday – Friday 9am – 5.30pm

### Introduction:

Avondale Construction Ltd is a Construction Logistics Specialist and General contractor, with a reputation as a leading logistics specialist and construction provider spanning over 40 years.

We pride ourselves on being an innovative, and forward-thinking company and are committed to investing in our staff and their future development.

We are looking for a graduate in a construction management or related field to assist our Pre-Construction Manager with a number of new opportunities and projects.

The post holder will provide support in all aspects of Pre-Construction work including 2D and 3D computer aided design of temporary installations, preparation of tender submissions, and estimating logistics, waste management and turn-key welfare facility packages.

### Responsibilities:

- Assisting in the layout planning and design of turn-key welfare facilities and temporary site installations
- Assisting in the preparation of construction drawings, and pricing / scope documents
- Attend pre-construction meetings and tender reviews with the team
- Assisting in the measurement, and costing of various works on large central London projects including:
  - Construction site logistics, security and waste management
  - Welfare facilities and site offices

The successful applicant will be provided with full training and guidance in the role. Experience in 2D / 3D CAD and / or knowledge of Building Information Modelling would be helpful but is not a must.

The only essential skills are high level of computer proficiency, and good level of Mathematics and English.

The post holder will be proactive and hard-working and have excellent communication and team working skills. In turn we can provide excellent experience and skills with ongoing mentoring and support from staff.

### How to apply:

Please email your CV and a covering letter clearly detailing how you meet the requirements of the role to [kane.whitlock@avondale-construction.co.uk](mailto:kane.whitlock@avondale-construction.co.uk)

By applying, you agree for your information to be held and managed in accordance with GDPR requirements.

Avondale Construction Ltd is an equal opportunities employer.