



## **Undergraduate Work Placement (for up to 1 year contract)**

**Company:** BdR Civil & Structural Engineering Limited

**Contact name:** Mrs Deirdre Dugay

**Company address:** The Old Engine House, Goblands Farm  
Business Park, Court Lane, Hadlow Kent  
TN11 0DP

**Job title:** Undergraduate

**Phone number:** 01732 851416

**Email:** deirdre@bdr.uk.com

**Number of Positions:** 1

**Website:** [www.bdr.uk.com](http://www.bdr.uk.com)

**Salary:** Up to £16,800 depending on qualifications  
and experience

**Closing date:** 31<sup>st</sup> July 2015

### **Company Overview**

BdR Civil & Structural Engineering Limited is a Consulting Engineering practice carrying out the design and supervision of a broad range of civil and structural engineering projects. The variety of work carried out by BdR, of all sizes and complexity makes BdR an ideal employer for those wishing to progress in a meaningful and worthwhile career. Our friendly and knowledgeable teams are experienced in guiding and encouraging those who wish to learn, and we have an excellent record in helping staff achieve great academic and professional results.

BdR currently employs 21 staff at their offices in Hadlow, Kent working mainly in the south east. We operate a flexi-time system based on a standard 40 hour week.

*We are an equal opportunities employer. We strive to employ, motivate, develop and reward employees regardless of: Gender, or marital status. Race Colour, national or ethnic origin. Religion, or religious belief. Disability. Sexual orientation or Age. Our Equal Opportunities policy applies to recruitment and selection, terms and conditions of employment including, pay, promotion, training, transfer and every other aspect of employment. We aim to ensure that individuals are selected, promoted and treated according to their individual abilities and merits.*



## Job Description

### Job Summary:

Initially the post of Undergraduate will involve a supporting role to engineers in the preparation of designs, drawings and reports, scheme administration, and Quality Assurance. With training and experience the role will expand to include CAD drawing work, surveying and computer design work.

The key objectives of this post will be to increase the efficiency of the engineering teams as well as contributing to the success of BdR. Through time the successful candidate will increase his/her knowledge and skills which will enable them to take on more responsibility appropriate to the level of experience gained.

### Main Activities:

- To learn to use AutoCAD drafting software and to prepare drawing work
- To help engineers prepare reports
- To help engineers gather and compile background information
- To undertake research online as directed by the engineers
- To compile documents and drawings for outward transmission
- To assist the CDM Coordinator administer CDM procedures
- To help project managers monitor scheme progress
- To help project managers carry out design checks
- To actively participate in training provided by BdR .

## Applicant Criteria

The successful applicant is required:

- To be IT literate
- To be committed to learning
- To be able and willing to work in a team

The successful candidate will have an infectious can do attitude and be willing to learn through training provided by BdR

## How to apply

If you would like to apply for this vacancy please forward your CV to the address below or by email to [Deirdre@bdr.uk.com](mailto:Deirdre@bdr.uk.com) together with a covering letter telling us why you think you would be a suitable candidate for this position:

BdR Civil & Structural Engineering Limited, The Old Engine House, Goblands Farm Business Park, Court Lane, Hadlow, Kent TN11 0DP

Please ensure your application includes contact details including email address and telephone numbers.

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