

Job Overview:

Apprentice Project Engineer

Job Title: Apprentice Project Engineer	Location: King's Cross, London	Company: Gratte Brothers Security Systems & Software
Reporting to: Key Accounts Manager		

Job Purpose:

Are you looking to kick-start your career in engineering?

As an Apprentice Project Engineer, you'll gain hands-on experience while working alongside experienced engineers on a wide range of exciting projects. You'll learn how projects are planned, managed and delivered from start to finish, developing valuable technical, organisational and communication skills along the way.

Throughout your apprenticeship, you'll receive both formal training and on-the-job mentoring, giving you the knowledge and confidence to progress into a Project Engineer role upon successful completion of your apprenticeship.

During your training, you'll learn about:

- Project planning and coordination
- Cost control and budgeting
- Procurement of materials and labour
- Health and safety
- Technical problem-solving
- Communication with clients, suppliers and contractors
- Producing technical documentation and project reports
- Working with multiple trades on construction sites

Key Areas of Responsibility:

With support from experienced engineers, you will:

Project Support

- Assist with the day-to-day delivery of engineering projects from start to completion.
- Help monitor project costs and contribute to monthly financial reporting.
- Support the preparation and maintenance of project programmes and schedules.

- Assist in reviewing project documentation, drawings and specifications.
- Help prepare operating and maintenance manuals ready for project handover.
- Support the preparation of testing, commissioning and project completion documentation.

Technical Support

- Assist with resolving technical queries alongside Project Managers and the Technical Services team.
- Provide administrative and technical support to Field Technicians working on site.
- Learn how to interpret technical drawings and specifications.
- Help ensure project drawings are kept up to date throughout each stage of the project.

Communication & Coordination

- Communicate professionally with clients, suppliers, subcontractors and colleagues.
- Attend project meetings and assist with recording actions where required.
- Support the coordination of project information for contract review meetings.
- Work closely with different teams to help ensure projects run smoothly.

Compliance & Health & Safety

- Learn and follow company procedures, client requirements and industry standards.
- Support compliance with NSI (formerly NACOSS) requirements and other relevant legislation.
- Promote safe working practices and follow all health and safety procedures both in the office and on site.
- Assist in ensuring projects are completed and handed over in line with company and client requirements.

Knowledge & Experience:

You don't need previous industry experience - we'll provide the training you need. However, an interest in engineering and a willingness to learn are essential.

During your apprenticeship, you'll develop knowledge of:

- Engineering project management principles.
- NSI standards and client requirements.
- Producing quotations and material requests.
- Reading technical drawings and security layouts.
- Preparing project documentation and operating & maintenance manuals.
- Producing quantity take-offs from drawings.
- Supporting office processes and collaborating with colleagues.

Attributes & Skills:

We're looking for someone who is:

- Enthusiastic and eager to learn.
- Curious and enjoys solving problems.
- Organised and able to manage their time effectively.
- Detail-oriented and takes pride in producing accurate work.
- A confident communicator who enjoys working with people.
- Comfortable working both independently and as part of a team.
- Willing to ask questions and learn from experienced colleagues.
- Reliable, professional and committed to doing the job well.
- Able to follow procedures and work safely at all times.
- Adaptable and keen to develop new skills.

Qualifications:

Essential:

- GCSE Grade 4/C or above (or equivalent) in Maths and English.
- Basic IT skills, including Microsoft Office (particularly Excel and Outlook).
- A genuine interest in engineering and technology.
- A professional attitude and willingness to learn.

You'll split your time between our office and customer sites, giving you the opportunity to gain practical, real-world experience while completing your apprenticeship.

This is a broad overview of the position and does not encompass all aspects of the role. Gratte Brothers are an equal opportunities employer and welcome applications from all.