



# CADET PROGRAM

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## Applications Open

Founded in 1973, Reitsma is a long established commercial building company operating throughout NSW. We have offices in both Sydney and Newcastle. The Company is focused on many facets of commercial construction specialising in Churches, Retail Automotive, Aged Care, Community housing and Education. The Reitsma Cadet program is an important part of our business.

**We are currently seeking to hire new building cadets to commence work February 2021. Applications are due by 5<sup>th</sup> January 2021.**

Our ideal candidates would be currently third or fourth year students, studying Construction Management at University. Generally, when in the office, the applicant will be required to work 4 days a week during university periods, and 5 days per week for the remainder. When working on site, the cadet will be required to work on Saturdays also, as necessary. The projects will be generally between 1-25 million dollars, with the occasional larger projects.

# Current projects



**CENTRAL COAST GRAMMAR SCHOOL,  
ERINA HEIGHTS NSW**



**DOMREMY COLLEGE SOLAIS,  
FIVE DOCK NSW**



**HILSONG CHURCH,  
MACQUARIE PARK NSW**



**ARB SHOWROOM & WORKSHOP,  
SEVEN HILLS NSW**



**LEXUS SHOWROOM,  
CHATSWOOD NSW**



**BETHEL MAR THOMA CHURCH,  
HORSLEY PARK NSW**



**MACARTHUR ANGLICAN SCHOOL,  
COBBITTY NSW**



**HOPE ANGLICAN CHURCH,  
LEPPINGTON NSW**



**PORSCHE CENTRE NEWCASTLE,  
LAMBTON NSW**



**CENTRAL COAST STEINER SCHOOL,  
FOUNTAINDALE NSW**



**AHO DWELLINGS,  
WALLSEND NSW**



**UNIVERSITY HOUSE LEVEL 3,  
UNIVERSITY OF NEWCASTLE**

# How to apply

Applications to be addressed to "Human Resources" and close on the 5<sup>th</sup> January 2021.  
( Max 3 pages )

Send Resume to:  
[careers@reitsma.com](mailto:careers@reitsma.com)

Subject heading: Cadet Program - 'Applicant's name'

The Cadet Program is a 2 year contract

## 1. Overview | A rotation in Estimating, Project Management and Site Management

- Eight months working on site as a leading hand / site engineer
- Eight months working within the estimating department
- Eight months working as part of a project team working in Project Management & Contract Administration

## 2. Personal attributes | What we need:

- A strong work ethic
- Ability to work within a team
- Taking initiative and willingness to learn
- Strong communication skills, both written and verbal

## 3. About the Job | Working on site:

- Working with a site manager, assisting with the management of the day to day operations of the site
- Communicating and managing the subcontractors and suppliers on site
- Assisting with set-out
- General labouring
- Checking material orders and quantities
- Managing site documentation
- Communicating with head office regarding various issues via email and telephone
- Assisting with programming

For more information.

Contact Sally at [careers@reitsma.com](mailto:careers@reitsma.com)  
or call (02) 8602 0500.

## 4. About the job | Working with the estimating department:

- Liaising with sub-contractors and suppliers
- Preparation and sending of sub-contract packages
- "Take off" of all elements of construction
- Document control
- Using Cubit, EstimateOne and Bartender
- Develop an understanding of how to prepare and rate a bill of quantity. Prepare tender submissions

## 5. About the job | Working with the construction project team:

- Liaising with sub-contractors and suppliers for quotations and clarifications on their quotes
- Processing sub-contractor and supplier invoices along with security of payment schedules
- Managing the project document control
- Preparation of sub-contract letting schedules
- Subcontractor meetings
- Using the following software packages - Buildtools / Buildsoft / G-Suite / CHEOPS / Microsoft Office
- Preparing and sending RFI's
- Preparing and issuing variations
- Meeting minutes
- Preparation of sub-contracts and supplier orders
- Negotiating sub-contract agreements
- Assisting the project manager in managing the project budget