

Job Title:	ESTIMATOR
Department:	Estimating
Line Manager:	Senior Estimator
Location:	Head Office
Travel:	As required

Main Duties

As an Estimator you will play a key role in determining the works required and establishing the best contract price to deliver the project. This involves extensive liaison with sub-contractors and suppliers to obtain accurate prices against strict deadlines. You will manage the financial element of the tender to ensure minimal risk exposure while exploring potential opportunities and savings to gain an advantage.

Key departmental responsibilities of the role include but are not limited to:

- Reporting to the Senior Estimator. Key interfaces will also include the Managing Director and Executive Director
- Producing customer quotations based on information provided by the customer
- Oversee projects to ensure costs remain in line with forecasts
- Provide recommendations for reducing costs
- Compile bids for work
- Calculate the cost of materials, transport, labour and equipment hire
- Obtain quotes for all predicted requirements from sub-contractors and suppliers
- Set appropriate costs for labour
- Collate detailed price lists of everything needed on each construction project and produce a cost summary
- Research possible new customers through the use of tender portals
- Build relationships and understand client's and their requirements
- Clarify the client's needs and expectations
- Read blueprints and take measurements
- Make use of relevant computer software such as Excel, Word and Autodesk DWG TrueView
- Assess and adhere to all risk assessments and health and safety requirements
- Keep up to date with inflation, exchange rates and projected timescale costs
- Stay up to date with the latest construction technology
- Make visits to proposed construction sites
- Liaise with others including contracts and site supervisors
- Present bids to clients and answer their questions
- Complete work quality submissions
- Prepare and submit quotations for work.

Person Specification		
Qualifications	Essential	Desirable
A minimum of 5 GCSEs (or equivalent) including Maths and English	x	
HNC / HND / Bsc in Construction or Engineering related subject		x
Relevant Experience	Essential	Desirable
Experience as an estimator within groundworks		x
Experience as an estimator within construction	x	
Industry experience and knowledge within the groundwork sector	x	
Experience of managing elements of construction projects.	x	
Experience in both new build and refurbishment projects.	x	
Experience of using CAD or working to drawings	x	
Knowledge, Skills and Abilities	Essential	Desirable
Excellent numerical skills and an analytical mindset	x	
Thorough and apt in managing relationships with key persons	x	
Outstanding communication and negotiation abilities	x	
Ability to work to tight deadlines and under pressure	x	
Thorough and reliable	x	
Detail-oriented with excellent analytical and problem-solving abilities.	x	
Extensive knowledge of best industry practices and standards.	x	
Advanced computer skills.	x	
Personal Attributes	Essential	Desirable
Expectation of high standards	x	
Excellent personal organisation and self-motivation	x	
Excellent communication, presentation and interpersonal skills	x	
Excellent numerical skills	x	
Emotional resilience and ability to work under pressure	x	
Demonstrate integrity, warmth, creativity and good humour	x	
High standards of personal appearance	x	
Demonstrate resilience, positivity, determination and a strong work ethic	x	
Ability to self-evaluate and reflect	x	
Ability to adapt to changing circumstances and new ideas	x	

DOCUMENT CHANGE RECORD - HR0224

<i>Date of change</i>	<i>Nature of Change</i>	<i>Reason for Change</i>	<i>New Revision Status</i>