JOB DESCRIPTION

Role Title:	Assistant Estimator	**Location:**	Bildeston
Department:	Estimating		
Reports to:	Estimating Manager	**Direct Reports:**	None

Role Overview:	Initially to learn new skills, increase your knowledge from your estimating colleagues and start developing within your role. You will then be responsible for assisting in the preparation and pricing tender enquiries and all aspects from initial enquiry to project win.
Roles & Responsibilities:	• Reviewing Tender documentation for accuracy and reporting discrepancies. • The identification of the scope of work for individual projects • Compiling project schedules. • Accurately completing finishes and material measures. • Preparation of sub-contractor enquiries. • Engaging with key suppliers to ensure timely and accurate sub-contractor quotations. • Completing Sub-contractor quotation analysis and review. • Attending internal & external project meetings. • Assisting pricing project specific scope of works. • Assisting in the preparation of tender return documents and presentations. • Supporting the wider Estimating team as required. • Ensuring compliance with all Health & Safety and Environmental Procedures. • Ensuring compliance with all Company Quality Procedures. • Supporting the wider Estimating and Pre-contracts team. • Promoting/Working towards the Company Mission Statement, Core Values and Company Annual Objectives • Any other duties the Company may ask you to perform • Working to the high level of quality expected within the Department. • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures
Necessary Skills/Aptitude/ Knowledge/ Experience:	• Construction industry estimating experience, High End fit out in both Commercial & Residential sectors. • Multi-tasking • Exceptional organizational skills • Good time management and time keeping • Ability to prioritize workload and deal with busy deadlines. • Good numeracy skills • High level of computer literacy including Word, Excel and Outlook. • Good communication skills (verbal and written) • Methodical approach • Organisation and planning skills • Team player mentality • Attention to detail
Desirable	

JOB DESCRIPTION

Skills/Aptitude/ Knowledge/ Experience:	• Experience in bespoke joinery fit out in both Commercial & Residential sectors. • Experience in using software such as Canva or equivalent graphic design software		
Qualifications: (Desirable to do the job)	• GCSE Grade C or above in English and Math's or equivalent Construction industry experience, is advantageous but not compulsory.		
Key Internal Relationships:	• Business Development. • Project Managers • All internal Departments.		
Key External Relationships:	• Main contractors • Client Teams • Key Supply chain		
Prepared By:	Estimating Manager	**Date:**	November 2026