JOB DESCRIPTION

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

Role Overview:	Responsible for reviewing tender documents, commenting on, and the pricing of tender enquiries and all aspects in relation to, from initial enquiry to project win.
Roles & Responsibilities:	• Producing competitive estimates for the supply and installation of Bespoke Joinery and Fit Out packages. • Analysing tender documentation, communicating scope gaps, risks and opportunities. • Producing sub-contract and material enquires. Answering sub-contractor and supplier queries and analysing quotations for compliance • Using internal estimating and take-off systems to accurately produce costings. • Liaising with the Main Contractors, Clients and Design Teams during the tender process • Working closely with internal Design and Manufacturing teams to ensure efficiencies are identified. • Identifying scope for design alternatives, manufacturing efficiencies and value engineering • Developing client and supply chain relationships. • Reviewing preliminary costs relating to the project, working with Pre- contract and Project delivery Teams • Attending adjudication meetings/Preliminary Reviews and present to Estimating Manager and Project Directors, ensuring all risks are highlighted, with a view to mitigation • Representing the business by attending Mid -Bid and Post Tender Presentation's when required • 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. • High standard of Microsoft suite knowledge and estimating software systems • A good understanding of estimating from first principles • A good problem solver, who takes ownership of tasks, with an analytical mind and a proactive attitude. • Commercial awareness is essential with excellent communication, interpersonal and numeracy skills. • Ability to work independently or as part of a team in a fast-paced environment • Good time management and time keeping • Ability to prioritize workload and deal with busy deadlines
Desirable Skills/Aptitude/	• Experience in bespoke joinery fit out in both Commercial & Residential sectors.

JOB DESCRIPTION

Knowledge/ Experience:			
Qualifications: (Desirable to do the job)	• Educated to, HNC, HND or degree level in a related field		
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:**	Nov 26