



We are currently seeking an experienced Estimator to join our high performing project team, managing the commercial function

REPORTING TO: **Pre-Construction Manager**

Roles & Responsibilities

- Co-ordinate with the bid management team to develop a schedule of key dates for individual estimates (enquiries, pricing, adjudication)
- Examine tender documentation for completeness
- Extract bill of quantities from tender package to estimating software
- Use estimating software to resource bill of quantities in line with enquiry strategy
- Prepare and send out enquiry documents to providers of materials and sub-contractors for the scope of work
- Complete accurate take off's for checking bill of quantities and cost plans
- Evaluate returned quotations from suppliers / subcontractors and where necessary communicate with suppliers/subcontractors to bring quotations in line with the project specification
- Complete tender documents for submission in conjunction with Pre-Construction Manager, ensuring that all requested information is submitted
- Strive for continuous improvement within the estimating process and your area of responsibility
- Manage subcontract and supplier tender return dates, ensuring they are submitted on time
- Assist all tender activity including pricing, preparation, and submission
- Maintain subcontractor liaison giving feedback on pricing
- Prepare Handover documentation on confirmation of winning tenders
- Manage effective communication with subcontractors, suppliers and colleagues
- Work collaboratively with other departments within Cunningham Contracts

The Candidate

- Educated to Honors Degree level, in Quantity Surveying/Construction Management or a related subject. HND/HNC or strong construction related experience will be considered
- Full Drivers License
- Working knowledge of building construction with onsite experience in an estimating role
- Understanding of tender procedures
- Working knowledge of bills of quantities
- Advanced knowledge in the complete Microsoft Office package
- Strong numerical/mathematical and data analysis skills
- High attention to detail
- Ability to read architectural and design team drawings (although full training will be provided)
- Experience with estimating software beneficial
- Process oriented & strong attention to detail