

JOB DESCRIPTION

Estimator

We have an exciting opportunity to join our team within the estimating department. We are looking for an enthusiastic individual who has the relevant qualifications, skills and experience to succeed in this role. The individual will become an integral part of delivering exceptional construction solutions to our clients. You will be supported by the team members in your department and will be encouraged to progress within your role.

Job title: Estimator

Type: Full-time

Location: Colchester, Essex

Salary: Competitive + Benefits

Key responsibilities

- Reporting to the Managing Estimator (Line Manager) and be responsible for Assistant/Trainee Estimators. Key interfaces will also include the Commercial Director and Construction Director.
- Upon receipt of tender documents, review and prepare a report identifying the project details, including deliverables required as part of the bid submission.
- Pricing preliminaries in conjunction with contract staff, as required.
- Identifying and preparing a log of project risks for discussion and agreement at tender settlement.
- Dealing with all amendments issued during the tendering period, including liaison with key team members to discuss information required and issue of requests for information, as appropriate.
- Carrying out site visits and act as an ambassador of the business, take appropriate photographs and preparation of a report.
- Packaging up enquiries and sending out to the market, including the selection of appropriate supply chain partners. Continued liaison and engagement with the supply chain to ensure competitive and compliant bids are received.
- Comparisons of quotations received from the market and entering onto estimating software.
- Preparing tender sum analysis/pricing document/bills of quantities etc.
- Taking of dimensions from drawings, as required.
- Preparing reports for presentations at tender settlements.
- Assessing re-buy achievable on projects with others.
- Preparing cost plans for budgets and Stage 1 tenders.
- Assist in the preparation of tender submission documents, including contractor's proposals for design elements.
- Attending internal and external tender meetings.
- Post-tender financial negotiations.
- Liaison with design consultants during the tender process to obtain design information and ensure the most viable construction processes are adopted.
- File tender documents in accordance with standard company procedure.

- Explore elements of the design information to provide possible value engineering proposals.
- Preparation of budget estimates/cost plans from early-stage design information, including developing as the scheme progresses.
- Reporting responsibilities include Priced Tender Sum Analysis/Bills of Quantities, priced preliminaries, Tender Settlement reports and tender risks/clarifications.

NOTE: The list of responsibilities is not exhaustive and is intended to give an overview of the requirements. The company expects a degree of flexibility and the employee carries out all reasonable requests in connection with the role. The job description may be subject to changes/amendments from time to time.

Key requirements

- Experienced in computerised estimating (EValue).
- Competent with Microsoft Office applications.
- Commercial acumen and an understanding of current market rates.
- Be able to estimate using first principles.
- To be able to produce accurate results within the time-pressured environment of pre-contracts.
- To demonstrate an understanding of various construction processes and keeping up to date with new innovations within the industry.
- Ability to work on multiple tenders simultaneously.
- Using strengths to identify potential weaknesses in the team and provide support to others when possible.
- To be able to demonstrate suitable experience in a similar capacity within the industry.
- Is comfortable working both on an individual basis and within a team environment.
- Is approachable and responsive.
- Communicates concisely, courteously and accurately, both verbally and in writing.

To apply for this role, please email your CV to careers@hcggroup.uk. Please also email us with any questions you may have. By sending your enquiry and CV, you agree to our privacy policy at hcggroup.uk/privacy-policy for the processing and care of your personal information.



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