**JOB TITLE: Senior Estimator**

**JOB DESCRIPTION**

Estimator reporting directly to the Managing Director working on tenders between £50,000 and £5 million. Schools, Commercial and Community buildings, high end new build housing – refer to our website [www.valesouthern.co.uk](http://www.valesouthern.co.uk)

**Responsibilities**

* Carefully read and comprehend the tender documents including terms, conditions, bond guarantees, warranties etc and seek advice and assistance when appropriate.
* Identify sources and obtain estimates of materials and sub-contract prices for tenders in accordance with Company policy and procedures.
* Prepare tender estimates based on optional construction methods, outputs, programmes and resource availability. Initiate and clearly communicate ideas to improve the commercial return of projects through alternative design methods, materials etc.
* Visit site on receipt of tender to evaluate the project and take photographs
* Warn of potential difficulties and or risks with recommendations on possible solutions.
* Produce a detailed analytical breakdown of the estimate into the allowance categories used, corrected to accord with the accepted tender sum in advance of the pre-contract meeting.
* Maintain and up-date personal skills to meet current and future operational needs.
* Prepare and present the commercial aspects of the tender to the Directors for adjudication and subsequent offer
* Prepare commercial tenders for submission to the client
* On acceptance of tender by Client, review Contract Documentation to ensure proposed contract reflects the enquiry document and subsequent offer
* Prepare and present the commercial handover documents to the contract delivery team
* Review all submitted tenders, both successful and unsuccessful and adapt subsequent tender submissions based on lessons learnt
* Attend post contract wash-up meeting, contribute to the discussion and adapt systems and procedures to suit lessons learnt.
* Manage tenders submissions and ensure submission deadlines are met.
* Locate new tender opportunities from time-to-time, through contacts or in-tend systems

**Requirements**

* Experience of working on contracts £50,000 to £5 million on Schools, commercial and community buildings and domestic projects
* Experience of Hampshire County Council (or similar) framework preferable
* A good working knowledge of outputs achieved by operatives and subcontractors is essential
* Practiced in quantification and familiar with standard methods of measurement and forms of contract
* A proven track record of securing successfully completed contracts
* Ability to manage multiple tenders at the same time
* Knowledge of estimating software preferable
* MCIOB preferable
* Ability to build and maintain relationships with clients and subcontractors

**Candidate**

Candidates will have an HNC or equivalent with a stable employment history and previous experience in an estimating position preferably within commercial and industrial build environment.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications** | HND or degree in construction related subject. |  |
| **Experience** | Knowledge of Microsoft Office, in particular Word, Excel and Outlook.  Use of Conquest  Previous experience working as a estimator within a commercial and industrial build environment. | Knowledge of computerised estimating programmes preferably CAD Measure  Experience of working with our competitors |
| **Motivation** | Is energetic and enthusiastic with a strong will to succeed.  Has clear goals for personal and career development.  Is energetic and enthusiastic.  Identifies and confronts obstacles to personal and team performance. |  |
| **Intellect** | Suggests solutions to work-related issues and situations.  Can quickly recognise issues from the drawings and specifications and produce relevant calculations. |  |
| **Judgement** | Is aware of the timing of tenders.  Knows when to seek support and advice from colleagues. |  |
| **Credibility and communication** | Listens, questions and clarifies information and instructions.  Prepares well written letters, faxes and emails.  Keeps manager informed of work progress. |  |