

## Senior Estimator Job Description

### Why do you need me?

You'll play an important senior role within the estimating team, responding to tender requests. You will work with other departments in the business to ensure robust cost estimates and plans for construction projects that are both profitable and result in successful contract awards. You'll build strong relationships with suppliers and clients that reflect our reputation for high-quality products and services.

### What will I do?

- **Requirements Assessment** – Assess the requirement of a project through discussion with clients, tender documents and site visits for the preparation of a formal tender, ensuring all potential costs are known and risks acknowledged and factored for
- **Supplier Selection and Management** – Select and organise quotes from potential suppliers, liaising with procurement for advice and our clients for any site visits, so that we have reliable and low-cost provision of materials and services
- **Cost Planning** – Assess the cost of labour, materials, plant, services and other requirements so that a robust, profitable and competitive price can be submitted supporting the company to meet both programme and finance targets
- **Tender Submission** – Co-ordinate the internal team and external suppliers to provide the information required to complete and submit tender completely and thoroughly
- **Pre-Construction** – Working with the Commercial Manager, co-ordinate the pre-construction phase; working with the internal team to ensure scope of works, design, procurement, programs, logistics and operational requirements are completed, with a finalised quote and payment terms agreed
- **Commercial Handover** – Complete a thorough commercial handover with information pack with internal teams, as well as providing ongoing support with pricing complex variations, ensuring a seamless transition to the project delivery team so that the client receives great service
- **Compliance** – Ensure all statutory and legal requirements are met to protect the business and ensure we're meeting our obligations
- **Other tasks that you'd expect in this role**
  - **Safety, Health and Environment** – Visibly lead the culture of health, safety and environmental protection through safety excellence and ensuring that we meet statutory obligations and industry standards to minimise risk, prevent incidents and protect the business

### What does good look like?

You'll offer the team a slick and efficient service that's highly valued by the business. You'll be a planner and collaborator and keep a strong sense of order and communication.

Being organised, professional and the face of MCS with our clients ensuring our company values and ethos continue in this arena.

You'll know what will work in a business like ours and offer simple and practical solutions.

### What experience, knowledge and qualifications will I need to apply?

Essential: - At least 5 years' experience estimating in the roofing and cladding industry. Sub-contract document knowledge. Ability to read drawings and compile accurate take offs and measurements.

Desirable: - Knowledge of Eque2, Microsoft Excel and Evaluate programmes

### What competencies and skills will I need to do well?

Excellent communication and negotiation skills and be able to advise on complicated matters in a jargon-free way.

Excellent attention to detail and organisation skills and be able to adapt to change and suggest improvements to processes.

Ability to develop, prepare and present tender and financial information to internal teams in an efficient manner.

A good sense of fun and the ability to build working relationship across the business internally and externally with customers and suppliers.

Empathetic, aware of own impact on others and able to adapt style in different situations.

### Who's my Manager?

Commercial Manager

### Where will I work?

Almondsbury Business Park with travel and flexible working