



## *ESTIMATOR*

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### **Purpose:-**

To facilitate the tendering function ensuring integration of all disciplines involved in the process to maximise any benefit in producing a tender bid. To provide tender costs for projects ensuring a competitive net bid. Supervising and coaching less experienced estimators to assist in their career development.

### **Position Typically Reports to:**

Marketing Director

### **Deputises for:**

Marketing Director

### **Deputy:**

Estimator

### **Key Accountabilities:**

- Assessment and co-ordination of tender bid and pre-contract activities
- Management and co-ordination of the Estimating Function
- Preparation of tenders – from first principles
- Adjudication of tenders
- Following up tender submissions
- To be responsible for and develop selected key company support disciplines

### **Key Tasks:-**

1. Preparation and submission of detailed estimates.
2. To ensure that all estimates reflect the requirements of the company:
  - a. Apply labour outputs and rates
  - b. Incorporate material, plant and sub-contract costs
  - c. Assessment of all conditions detailed in the tender contract documents
  - d. Prepare and manage take offs of accurate quantities from tender drawings
  - e. Obtain a range of compliant competitive quotes for all significant elements
3. To research new techniques and material so they may give us a competitive advantage.
4. To assess and produce draft tender programmes.



5. To manage the follow up submitted estimates to ensure maximum conversion.
6. On acceptance of estimates the following tasks are to be undertaken:
  - Check acceptance complies with tender, ensure credit sanction is raised and order recorded;
  - i. Provide a summary of material, labour and subcontract quotations
  - ii. Attend a contract handover meeting and brief fully the appropriate Contracts staff on the make-up of the estimate
7. Supervise and advise trainees on methods and standards of the Estimating Department.
8. With the Contract Surveyor or Manager prepare specifications and estimates for additional work on existing contracts.
9. Attend project debrief meetings, eliciting feedback from Contracts staff.