

## EXPERIENCED ESTIMATOR - RESTORATION & NATURAL STONE

Universal Stone Limited – Wickford, Essex, SS11 7QU

Universal Stone is looking to recruit an experienced estimator for the Refurbishment Division, who will be working as part of a team and helping to develop the department.

The ideal candidate would be conveniently located, able to work on his/her own initiative to a high standard, and to meet deadlines. Jointly responsible for the smooth running and development of the department, as well as carrying out estimating functions.

**REPORTING TO:** Senior Estimator/Board of Directors

### KEY SKILLS & QUALIFICATIONS

- Proven record in the construction industry, preferably in facade restoration/natural stone
- Proven experience in estimating in construction & refurbishment
- Working knowledge of JCT / NEC Contracts
- Attention to detail and clear understanding of contract conditions/restrictions etc.
- Excellent analytical skills are essential including numeracy and communication skills in English
- High level of computer literacy in MS Office & Project
- Ability to time manage, balance and organise workloads
- Commercial acumen and an ability to develop sales strategies
- Proactive team player with strong people management abilities and natural training skills
- Must hold full UK Drivers Licence

### EDUCATIONAL BACKGROUND

- Degree (Qualified in Estimating/Quantity Surveying or Construction Management - preferred) or equivalent employee experience
- At least 5 years in a related industry and 3 years in construction estimating within the refurbishment industry

### KEY RESPONSIBILITIES

- Preparation of pre-tender and bid/tender submissions

- Preparation of financial and commercial presentations
- Generate Bill of Quantities (BoQs) & Bills of Materials (BoMs) from drawings / specifications
- Analyse and assemble accurate/well organised estimates and proposals in a timely manner
- Negotiation of contract terms/conditions
- Departmental reporting and analysis
- Maintain relationships with clients/partners
- Develop effective new client relationships
- Participate in the development of company's sales and advertising

As an estimator for USL, you will be tasked with delivering the right net cost, on time, to the highest quality and accuracy to help us win successful and profitable projects. You will be supported by a highly experienced HQ team.

Hours 0800-1700 but may require longer hours occasionally as workload, deadlines and site visits dictate.

**Salary negotiable subject to experience.**

Job Types: Full-time, Permanent

Visit our website to discover more about our specialism and extensive portfolio of projects.

<https://universalstone.co.uk>

Contact us at: 01245 326 721

Email: [sara.geyer@universalstone.co.uk](mailto:sara.geyer@universalstone.co.uk)