

Job description: Assistant Commercial Manager / Junior Estimator

EDM

EDM London is an interior fit-out contractor specialized in stone and marble and delivering projects for the ultra-prime market: high-end private residences, luxury residential developments, 5 stars hotels, and boutiques for prestigious brands. EDM has now become one of the major players on the London construction market and is the privileged partner of renowned architects & interior designers as well as major luxury brands worldwide.

EDM is also part of the EDM Group and Ateliers de France Group which have offices all around the world, amongst other Paris, USA, Hong Kong, Middle East, Monaco, Brazil, Switzerland.

The **Estimator** will be involved in the following daily tasks which all lead to the company securing new projects. He / she will report to the Commercial manager for all matters regarding pricing.

Pricing and measurements: Assist the Commercial Manager in following the tender process for each project which is being priced by EDM London and help produce EDM quotations.

- Analysis of the documents received within the tender enquiry from the Main contractors / Clients in order to identify the project scope of work and organise the project pricing.
- Quantities measurements: relevant stone items to identify and quantities to take off from the architects or designers drawings provided in the tender pack in order to prepare the pricing schedule.
- Suppliers' consultation and selection: relevant stone suppliers to contact and to send pricing enquiries in order to establish supply & manufacturing budgets.
- Pricing and preparation of the quotation: estimation of the project's budget filling the pricing schedule matrix with unit rates for each item.
- Preparation of the required tender documents which will be submitted with the EDM Offer: clarification notes relating to the tender, marked up scope drawings, draft program, and materials' schedule.

Commercial Team Assistance in various daily tasks: Assist the Commercial team in various business development and organizational tasks.

- Showroom and samples: Ensure samples delivery with the assistance of the Procurement Coordinator.
Arrange and keep track of the issued samples.
- In coordination with the Procurement Coordinator, ensure that the showroom is maintained to a professional standard, relevant to a high-end market contractor and suitable to receive clients.
- Materials database: Monthly regular updates with updated stone rates and supplier's information from Project Managers and Procurement Team.
- Unit prices database: regular updates.
- Business development: Maintain relationships with existing clients and get in touch with potential new clients and designers.
- Improvement and regular updates of EDM communication tools (brochures, website, social networks).

Knowledge / Skills / Qualifications required

- Last year or gap year of engineering school diploma.
- Previous internship in the construction industry would be a plus.
- English fluent.
- Excellent Excel and Word skills.
- Good AutoCAD skills would be a plus.

Various

- Duration: 6 months minimum preferably.
- Position based in our central London office, Monday - Friday, 9am - 6pm.

EDM London
27 Kelso Place
London W8 5QG
www.edm-london.com

- Salary: to be discussed. Travel Expenses for London Zone 1 & 2 will be reimbursed.

Contact

- Please send your CV and cover letter to larissa.murerwa@edm-london.com