

JOB DESCRIPTION

Job Title	Senior Estimator	Reporting to	MD & Operational Directors
Name		Direct Reports	2nr Estimators
Location	Loughborough	Travel Required	Yes

The main purpose of the job

The jobholder is responsible for developing, implementing and executing all activity within the estimating department

The Senior Estimator shall ensure relationships with clients are maintained and strengthened by providing communication and support throughout the tender process.

The senior estimator will manage the cost bid process within the business, ensuring all opportunities are recorded and actioned to the client's timescales and requirements, working closely with the Pre-Construction Manager and Senior Operational leads, to manage and submit quality bid submissions.

Ensure the company objectives are aligned to providing customer satisfaction and sustainable business growth.

The main tasks of the role

- Assist in the selection of potential tender opportunities within the Pre-construction Manager and present to Operational leads for each region.
- Have experience in managing tender submissions, ranging from 50k to 20 million.
- Work closely with the procurement department for tender requirements.
- Work closely with the Commercial Manager on the contract terms and conditions which could affect the tender prices.
- Leads a team preparing submissions, and cost planning for projects, adhering to estimating procedures and collaborating with Operational leads for outputs/requirements and compiling team preliminaries costings.
- Coordinates management of the BOQ/Works Information measurement take off's/checks.
- Have the ability and competence to review all tender documentation, inclusive of analysing works information (drawings, GI, specifications etc)
- Oversees overall management of each tender, liaising and working with a strong and willing team of estimators.
- Developing the skills and knowledge of the estimating team, providing guidance as and when required, daily.
- Present tender submission to key stakeholders and demonstrate full knowledge and understanding of the specific project.
- Oversees all final submission of estimates for each project ensuring compliance and up to relevant standard.
- Understanding and knowledge of market rates, with management/maintenance of our own cost library.

Key requirements, qualifications, and skills for the job

- Expertise and understanding of Candy and/or Causeway, and have a good understanding of Microsoft Excel
- 10 years+ of estimating experience
- Understanding and experience of mainly the highways and water sector
- Full understanding of business needs, clientele, and audiences
- Strong strategic marketing skills
- Ability to influence and develop winning strategies for tenders.
- Energy and drive to grow the business.
- Full understanding of business processes, operations, PQQ and Tender Library
- Excellent verbal and written communication skills
- Attention to detail
- Willingness to undertake further training and development
- Understanding of construction contracts, predominately NEC4.

Name of Manager			
Approved by (Manager)		Date	
Name of Employee			
Agreed by (Employee)		Date	