



Estimator

A fantastic opportunity to join a growing Groundworks and Civils company. With our fantastic resource and reputation behind us, we're looking to push forward with our first dedicated estimator role.

You will be expected to work within our office team, working independently and collaboratively and bring to the table your own experience and knowledge working on projects up to £1million.

Salary subject to experience and supplemented by bonus structure.

Overall purpose of this position

To price projects accurately, profitably and competitively in order to win work for Cotterill Contractors.

Objectives & goals

- 100% accuracy
- Minimum 40% profit built into every job before overheads. Will change as we review how we price
- Prepare bids for Contractors Sales Director finalisation
- To price and build proposals within 10 working days of initial enquiry.

Main responsibilities

- Evaluate the customer enquiry
- Fully understand job and customer requirements including programme of works (Describe)
- Write a detailed description of how the job is going to proceed (Describe)
- Take off and quantify materials, labour and plant elements of a project (Measure)
- Apply profitable but competitive rates to build an overall cost (Price)
- Prepare bid/quote document for each job ready for finalisation by Contractors Sales Director
- To liaise with client through to project conversion stage



- Obtain and pull together supplier quotations for materials, plant hire and other resources that may be required.
- Present a detailed sales/quotation pipeline report in weekly meetings
- Maintain Implicite records of every aspect of your role
- To complete daily, weekly, monthly, quarterly, annual KPI reports associated with your role
- Following processes and procedures specific to your role
- To be aware of and follow all company wide policies and procedures set out in our handbook and intranet site
- To “raise your hand” and flag up any concerns you have about your role and workload

Other associated tasks

- To qualify clients and leads.
- Site/customer visits
- On site measurements
- Quote/bid preparation
- Taking off of drawings
- Adding rates to BOQ
- Noting potential pitfalls, exclusions and inclusions
- Increasing role efficiency through maintaining and improving software

KPIs

Total value of Quotations built

Price accuracy - measured by job actual performance against budget.

Reports to

Contractors Commercial Director

Qualifications required

Formal Quantity Surveying/Estimating qualification

Full clean UK driving licence

Positive “Can Do” attitude

Skills & experience



- Software and computer skills
- Organisational and planning skills
- Ability to demonstrate behaviors in line with “Cotterill Civils Business Behaviors”

Additional requirements and expectations

- Flexibility around working hours
- Flexibility to move around roles when required
- Travel
- To own and complete “improvement projects” delegated to you as part of our “Projects for Everyone” initiative
- Submit regular (Weekly/Monthly/Quarterly/Annual) KPI reports on time and in full

Job Types: Full-time, Permanent

Salary: From £29,500.00 per year