

Role profile		
Job title	Senior Estimator	Reference ID: W12766
Location	Colchester	
Reporting to	Estimating Manager (or other designated manager)	

Key accountabilities
<p>Carry out, assist with and / or supervise all activities, including bid management duties, associated with pre construction activities on designated projects from enquiry stage to contract award.</p>

Other Responsibilities & Duties
<ul style="list-style-type: none"> • Analyse, interpret and understand information relating to contract deliverables e.g. drawings, specifications, programs, technical schedules etc. • Carry out, assist and / or supervise post bid activities e.g. interview presentations, questions / clarification's associated with tender content etc. • Prepare accurate take offs and prime cost estimate values for preliminaries, labour, material and sub contract activities • Demonstrate an innovative and flexible approach to identifying and achieving value adding cost effective technical solutions • Obtain, evaluate and compare quotations from sub-contractors, suppliers and manufacturers • Prepare tender review information and documents • Prepare tender submission information and documents • Prepare tender handover information and documents • Develop effective internal and external working relationships including supervision of staff reports • Represent of the Company professionally and responsibly at all times • Adhere to Company Policy and Procedure at all times • Perform in a responsible manner and co-operate with the Company to ensure that statutory duties and obligations are complied with and to exercise reasonable care and act with due regard for their own health and safety and that of others who may be affected by his / her acts or omissions • Carry out other duties as directed from time to time by line management.

Minimum Skills / Qualifications Required

- Proven track record in similar role
- HNC or equivalent in Building Services Engineering or similar subject
- Good technical skills
- Good analytical and IT skills
- Good communication skills
- Good negotiation skills
- Good literacy and numeracy skills

Closing date: 6th March 2019

If you are interested, please email your CV with the following reference number **W12766** to human.resources@lornestewart.co.uk