

PERFORMANCE RELATED JOB DESCRIPTION

Job Title : Trainee Estimator

Reports to : Estimator Manager

Date :

Purpose:

To assist in the production of the best net cost on all tenders.

Accountabilities:

- Assist in the production of accurate estimates and competitive tenders.
- Assist in the presentation of the bid in the most appropriate manner to the bid team to ensure effective commercial settlement
- Monitor the tendering process and report at key intervals
- Assist in the handover of the estimate and develop analysis in a format that is user friendly to the construction team

Roles & Responsibilities:

- Ensuring sub-contractor and supplier enquiries for each bid are sent, monitored and reviewed in a timely manner
- Develop Small Works Bids (MEAB) net cost estimates.
- To assist in evaluating and understanding the documents and effectively brief the team on risks
- To assist in planning and prioritising tasks to ensure all net cost estimates are processed efficiently
- Coherently and effectively engaging the supply chain in each bid
- To assist in holding agreed reviews with the bid team to report on progress of enquiries and tender programme
- To assist in managing the response to post tender queries in close liaison with bid team members
- To assist in undertaking a full handover complete with budget to the satisfaction of the relevant team
- Promote Company value at all times

| Education & Experience | Level / Discipline | Essential / Desirable | Comments |
|---|--------------------|-----------------------|---|
| Construction based e.g. QS, Construction and Built Environment, Building Surveying or similar | HNC/HTC | Essential | Minimum 3yrs construction industry experience and/or Degree educated. |
| Microsoft Suite of applications (Word, Excel) | Competent | Desirable | |

| Key Performance Indicators – How to prove that you are doing your job properly | |
|--|--|
| Outputs | Indicators |
| Tender conversion | Win/loss ratio against target |
| Regular bid reviews | Evidence of launch/mid-point/adjudication meetings on every tender Evidence agreed actions Record of comprehensive adjudication & sign off |
| Tender plan | Time based plan at launch meeting on every tender |
| Fully compliant bids | No losses due to non-compliance & Time restrictions |

PLAN

MANAGE

MONITOR

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed and amended as necessary; quarterly with your Team Leader and annually by the HR Department to ensure they reflect the needs of the job and the needs of the company.