

Job Title: General Construction Estimator

Hours: Minimum 37.5 hours per week

Reporting to: Managing Director, Quantity Surveyor, Operations Manager, Roofing Works Director

Line Management Responsibilities: Bid Coordinator

Salary: Highly Competitive DOE

Job Description

Are you an experienced Estimator looking to work for an award-winning leader within the commercial and industrial roofing industry, delivering some of the most worthwhile projects across the UK.

If so, we are looking for an ambitious Estimator to join our growing team in Plymouth. Retain Limited delivers key Roofing, Scaffolding and Solar PV projects across the UK.

Life here is fast-paced and challenging. It's a great environment to expand knowledge and enhance daily skills. We are focused on new ideas and continuing to improve.

This is an exciting opportunity for an individual to make a real impact on a small to medium-sized company. Working closely with the Commercial Team in a position that will empower them to make big decisions, encourage them to think outside the box and be a catalyst for positive change.

The successful individual will have extensive experience working in the construction industry and excellent technical knowledge. They will be hardworking, committed, and commercially aware, with excellent written and verbal communication skills. A professional yet personal approach to building relationships with key stakeholders is essential.

Responsibilities

1. Cost Estimation

- Analyses tender documents, drawings, and specifications to accurately estimate roofing project materials, labour, and equipment costs
- Prepare and submit comprehensive and competitive quotes and proposals to the client
- Evaluate supplier and subcontractor quotations to ensure the best value for materials and services

2. Project Assessment

- Conduct site visits and liaise with clients, architects, and engineers to gather necessary information for accurate project estimation
- Identify potential risks, challenges, and opportunities impacting project costs and timelines
- Provide technical advice and recommendations to clients and internal stakeholders regarding project requirements, specifications, and materials

3. Bid Management

- Coordinate and manage the bid submission process, ensuring all required documentation is completed and submitted on time
- Coach and mentor the Bid Proposal Coordinator Apprentice to ensure the proposals created meet the required standard
- Participate in bid review meetings and negotiations with clients

- Maintain accurate bids, tenders, and project documentation records in the company's database

4. Process Improvement

- Continuously review and improve the company's estimation processes and tools to increase efficiency and accuracy
- Stay up-to-date with industry trends, materials, and technologies to ensure the company remains competitive
- Collaborate with internal stakeholders, including project managers, sales, and operations, to identify improvement and cost-saving opportunities

What we are looking for:

- Organised planning manner
- Good time discipline
- Excellent knowledge of JCT and NEC contracts
- Good clear communicator
- Attention to detail
- Keep strict confidentiality
- Excellent telephone manner
- Good knowledge and proficiency in computing systems, word processing and spreadsheets
- Professionally qualified
- In-depth knowledge of the business's main disciplines, including industrial roofing, solar PV installation and scaffolding
- Construction broad knowledge and experience

Benefits:

- Highly competitive salary package DOE
- Pension scheme
- Bike to work scheme
- Company computer and phone
- 20 days holiday plus bank holidays
- Job security
- Career development and progression
- Company wellness scheme
- Staff wellness programme
- Casual dress
- Company events

Job Type Full-time, permanent

Salary Highly competitive

Schedule Monday to Friday: 0900-1700 (Flexible)

Education

- Bachelor's degree
- Health and safety awareness
- IT literate, intermediate level in the use of Excel - to include pivot tables and data manipulation

Experience

- Organisational and presentational skills are crucial, and estimators also have to be able to meet tight deadlines

- Estimators also need an appreciation of data confidentiality and to be aware of things like price trends, regulations and exchange rates
- Willing to take the lead on estimating projects (when appropriate training has been provided)
- Ability to perform site inspections for the purposes of estimating
- Basic technical knowledge
- Commercial contract awareness
- Data management and analysis
- Working with the supply chains
- Working to define processes and procedures
- Managing stakeholder relationships

Skills

- Keen attention to detail
- You'll also need to be able to communicate well, verbally and in writing, and be able to manage projects
- Strong work ethic
- Confident over the telephone
- Ability to negotiate
- Desire to succeed with a mentality of always achieving better
- Not afraid to ask questions or for help
- Positive in approach to new and potential clients
- Able and willing to work under pressure and meet deadlines

Personal Style and Behaviour

- Highly organised with excellent time management
- Methodical, orderly and systematic approach
- Calm and controlled behaviour

Licence/Certification:

Driving License (preferred)

Work Location:

Mainly office with occasional site visits as required