

Estimator

Roles and Responsibilities:

1. Estimating and Cost Analysis:

- Cost Estimations: Prepare accurate cost estimates for construction projects.
- Quantity Take-offs: Perform quantity take-offs from drawings, specifications, and other project documents to establish accurate cost estimates.
- Cost Analysis: Analyse supplier quotations and historical data to develop accurate cost forecasts and budgets.

2. Bid Preparation and Submission:

- Bid Development: Develop bid proposals, ensuring all client requirements and specifications are met.
- Bid Documentation: Prepare necessary documentation for bid submissions, including pricing, scope of work, and terms and conditions.
- Timely Submission: Ensure bids are completed and submitted on time, adhering to deadlines and client expectations.

3. Collaboration and Communication:

- Client Interaction: Support the Senior Estimator in engaging with clients to understand their needs, clarify project requirements, and address any queries or concerns.
- Internal Coordination: Work closely with the Senior Estimator, and other team members to ensure alignment on project estimates and strategies.
- Subcontractor Engagement: Communicate with subcontractors and suppliers to obtain pricing and evaluate their proposals.

4. Risk Management:

- Risk Assessment: Identify potential risks in the estimating process and contribute to developing strategies to mitigate them.
- Contingency Planning: Incorporate contingencies into estimates to account for uncertainties and unforeseen circumstances.

5. Documentation and Record Keeping:

- Estimate Documentation: Ensure all estimates and related documentation are accurately prepared, organised, and maintained according to company standards.
- Record Maintenance: Keep detailed records of estimates, revisions, and project assumptions for future reference and analysis.

6. Process Improvement:

- Best Practices: Implement best practices in estimating to enhance accuracy, efficiency, and competitiveness.

- Continuous Improvement: Participate in initiatives to improve processes, tools, and methodologies.

7. Support and Development:

- Team Support: Assist junior team members with queries and provide support as needed.
- Learning and Development: Engage in ongoing learning and professional development to enhance estimating skills and stay current with industry trends.

8. Market and Trend Analysis:

- Market Research: Conduct market research to stay informed about industry trends, material costs, labour rates and technological advancements.
- Competitive Analysis: Analyse market conditions to inform bidding strategies and enhance competitiveness.

9. Software and Technology Utilization:

- Estimating Software: Utilize estimating software and digital tools to enhance the accuracy, efficiency, and collaboration of the estimating process.
- Technology Integration: Stay updated on new technologies and software development in estimating and integrate them into the team's workflow as appropriate.

Key Skills and Competencies:

- **Analytical Skills:** Strong analytical and problem-solving abilities to develop accurate and competitive estimates.
- **Attention to Detail:** Meticulous attention to detail to ensure the accuracy and completeness of estimates and client documentation.
- **Negotiation:** Good negotiation skills to achieve favourable terms with clients, subcontractors, and suppliers.
- **Communication:** Effective communication and interpersonal skills for building relationships with clients, stakeholders, and team members.
- **Technical Knowledge:** Understanding of construction processes, materials, and industry standards.
- **Team Collaboration:** Ability to work collaboratively with the estimating team and other departments.
- **Continuous Improvement:** Commitment to continuous improvement and professional development.
- **IT Proficiency:** Full proficiency in relevant software, such as OnScreen Takeoff, QuickBid and Document Sharing Platforms [Sharepoint, Asite etc] as well as Microsoft Office [Word, Excel, Outlook, Teams].