

Senior Estimator

Roles and Responsibilities:

1. Estimating and Cost Analysis:

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

2. Bid Preparation and Submission:

- Bid Development: Develop comprehensive bid proposals, ensuring all client requirements and specifications are met.
- Bid Documentation: Prepare all 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: Engage with clients to understand their needs, clarify project requirements, and address any queries or concerns.
- Internal Coordination: Work closely with the Managing Estimator, and other team members to ensure alignment on project estimates and strategies.
- Subcontractor Engagement: Communicate with subcontractors and suppliers to obtain pricing, negotiate terms, and evaluate their proposals.

4. Risk Management:

- Risk Assessment: Identify potential risks in the estimating process and develop 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 in accordance with company standards.
- Record Maintenance: Keep detailed records of estimates, revisions, and project assumptions for future reference and analysis.

6. Process Improvement:

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

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

7. Mentorship and Training:

- Team Support: Provide guidance and support to junior estimators, assisting them with complex estimates and technical queries.
- Knowledge Sharing: Share expertise and knowledge with the estimating team to promote skill development and consistency in estimating practices.
- Guidance and Mentorship: Offer guidance, training, and mentorship to more junior members of the team, helping them develop their skills and advance in their roles.

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:

- **Leadership:** Ability to mentor and guide junior estimators, fostering a collaborative and productive team environment.
- **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:** Strong 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:** Comprehensive understanding of construction processes, materials, and industry standards.
- **Strategic Thinking:** Ability to think strategically and contribute valuable insight into the estimating process and bid strategies.
- **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].