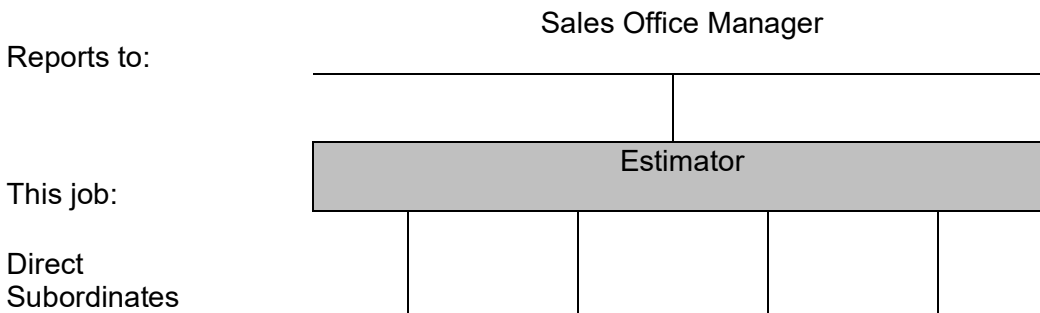




# Estimator Job Description

## 1 Organisation Structure



## 2 Job Profile and Person Specification

**Skills:** Good interpersonal, written and verbal communication skills; knowledge of Microsoft Office products with a focus on Microsoft Word and Excel. Strong math skills including basic arithmetic and geometry.

**Experience:** At least 12 months in a related manufacturing environment. Knowledge of manufacturing schedules, architects drawings and specifications, elevation and site plans beneficial.

## 3 Contacts

**Internal:** Leadership Team, HR, Finance, Commercial, Operators, Quality, Logistics, Design, Engineering and Maintenance.

**External:** Customers, suppliers and audit bodies when required.

## 4

### Job Objective

Understand the prices of the various components involved to produce quotes for clients and contractors. Estimators form part of the sales team with proposals and costs, whilst ensuring they understand the customer's specifications and can calculate budgets for a project, product or service. Collaboration is often required with engineers, architects and suppliers. Estimators may have to present their analysis to the leadership team.

## 5

### Main Duties and Responsibilities

- 5.1 Prepare cost and budget estimates for new contracts
- 5.2 Keep existing contracts up to date, including making amendments, providing new cost estimates, and maintaining communication with the client
- 5.3 Adhere to company standards and guidelines when analysing and providing estimations; focus on maximising profit and customer satisfaction, while minimising any potential risks to the company
- 5.4 Prepare detailed, well-written proposals for each client, adhering to client guidelines while offering competitive and comprehensive cost estimates, and including supplementary documentation
- 5.5 Maintain relationships with existing clients keeping a sales-minded attitude, and seek out and build relationships with new clients
- 5.6 Work with technical and design team to help with development, innovation, and creativity on client projects
- 5.7 Liaise with other departments to maintain business development and continuously innovate new profitable outcomes

**This job description specifies only the main duties and responsibilities of this role and as such you will occasionally be asked to carry out tasks which are not specified. In this instance you will be expected to co-operate where such changes are reasonable and within your capabilities.**

