

Job Title Estimator
Location Head Office
Reports to Estimation Manager

About the Company

Gloster MEP Ltd are a dynamic driven Mechanical and Electrical Contractor, known for delivering building services solutions to Commercial, Residential, Refurbishment sector and Data Centers. We pride ourselves on providing a true Engineering solutions at optimal quality.

Our success is based on experience, it is only with experience that skills become reflex which enables our team to apply expertise and perform at their best even at the most challenging projects. Here at Gloster MEP we balance commitments to ideas of quality & innovation with real world's commercial imperatives.

Role Scope

Reporting directly into the Estimation Manager or Director, the Estimator will assist with reviewing all tender documentations, understand potential risks and provide key information to the contract team. Have great communication skills and able to work under with tight deadlines this is a fantastic opportunity to join a rapidly growing and progressive organisation.

Personal Qualities

To be a successful Estimator at Gloster MEP you will be driven to deliver quality projects, you will take pride in your work, will be competitive and hungry for success. With a willingness to take ownership and responsibility for your projects and the teams working on them you understand that building and managing relationships is key.

Technical Skills

- A minimum of 5 GCSE grade C or above or equivalent, ideally in Maths and Science.
- Ideally as a minimum BTEC HNC in Building Services Engineering, or equivalent.
- A solid working knowledge of Microsoft packages; Outlook, Excel and Word.
- A solid working knowledge of the Estimation application in Trimble.
- A proven track record of carrying out a similar role estimating Commercial, Residential, Education and Mission Critical projects up to a value of ideally £5M+.
- Knowledge of installations/ projects in Europe.

Job Purpose

The role of an Estimator is to plan, implement and deliver tenders according to the latest companies Estimating Department Operating Procedures. The Estimator is expected to maintain the company's standard of work in all duties. You will have overall responsibility for the preparation of all tenders from receipt to director Sign Off working to the following guidelines:

- T.I.C (Tenders In Compliance)
- T.I.F (Tenders In Format)
- T.I.T (Tenders In Time)

- Attend all necessary site surveys & clients meetings and uphold the companies' values and professionalism at all times to maintain our repeat business clientele
- Review tender documents and ensure compliance
- Identifying value engineering solutions to create a commercial advantage over competitors
- Sending out enquiries for all required materials and liaising with specialist sub-contractors to ensure compliance with the tender documents
- Preparing offer letters detailing tender qualifications and particulars
- To work with and maintain the existing company estimating department procedures.
- Preparation of all documents to meet the company standards
- Submitting tenders for a review meeting with the relevant Director
- After tender submission ensure all tenders are chased and all directors and managers are kept informed of the bid prospects.
- Supervise, mentor, and encourage all subordinate staff
- All your office and site activities will be client facing and as a result you are our representative to the client. At all times you will be expected to maintain a professional appearance and manner, be punctual, helpful and courteous to clients, colleagues and other contractors on site.
- Attend all weekly Estimating Meetings.
- Attend and lead all Engineer Handover meetings.
- Assist the project team throughout the project until Practical Competition when needed.
- Liaising with the Gloster Global team, who are mainly based abroad.

General Company Requirements

- To observe and abide by the Company's personnel policies
- To observe and abide by the Company's Health and Safety policies

Key Result Areas

- Provide the Estimating Manager with reports on time as requested
- Professional customer liaison with project witnessing resulting in successful project completion
- Maintaining or improving the project financially by better buying and sub-contractor analysis.
- Teamwork
- To work above and beyond when requested by Senior Management
- Undertake any necessary training to ensure efficient completion of your job
- To always cultivate and maintain a professional image

The key result areas listed above are not exhaustive and are intended to be continuously developed as part of your personnel development plan through your annual appraisal where Key Performance Indicators (KPI's) and Objectives will be set.