

Role: Trainee Estimator
Location: Banbury
Reports to: Estimating Manager
Direct Reports: N/A

Primary Purpose

The Trainee Estimator works on simple smaller value/less complex estimates or projects to enable them to develop their estimating skills.

To respond to the inbound enquiries allocated by the Estimating Manager in a timely manner.

To provide quotes for materials or provided more detailed estimates for labour, materials and equipment required for smaller projects.

Follow up on all estimates provided to ensure that sufficient business is won.

Key Responsibilities

- Price work and be as competitive as possible, whilst ensuring reasonable margins are made, this equates to 10-12 smaller jobs per day, 3-4 projects per week.
- Building rapport and relationships with customers and providing excellent customer service.
- Speaking with clients about project requirements, provide advice to clients based on prior practical/construction experience.
- Set up pricing on bespoke invoicing system (invoice where account is not set up and take payment before project is started, if account set up, pass quote/estimate onto accounts department to receive payments.
- Determine from drawing if job requires a survey. If required, Director attends site survey to ensure measurements are accurate, re-price if additional materials/labour or equipment required.
- Follow up enquiries within 1-2 weeks if quotation or estimate being provided.
- Liaising with customer to ensure efficient delivery of ordered supplies.
- Attend meeting with drawing office to discuss drawing requirements/handover for larger projects

Behaviours:

- Strong communication skills, ability to influence across all levels of the organisation.
- Professional, approachable and flexible.
- Team player, works effectively with colleagues across all functions.
- Ability to adapt quickly to changing priorities.
- Strong work ethic, proactive nature to get things done.
- Demonstrates energy and a positive attitude.

Professional Skills:

- Strong communication skills both in writing and verbally by phone/or in person
- Must be highly numerate with the ability to analyse data.
- High level of attention to detail.
- Critical thinking skills with ability to anticipate problems before they arise and resolve problems quickly.
- Ability to build sound business relationships and influence others.
- Inquisitive nature, willing to question requirements of project.
- Must be able to use Excel proficiently.
- Highly organised and excellent time management skills.

Experience/Education/Qualifications:

- Knowledge of the Steel or Construction Industry to enable understanding of client requirements and to question/probe further where required.
- Experience/background in sales/customer service with a strong desire to make a difference, always with the customer in mind.
- Extensive knowledge of estimating function and its role within the business.
- Higher National Diploma (HND) or an undergraduate degree in a relevant subject, such as structural or civil engineering, construction, or quantity surveying.