

# Job Overview:

## Senior Electrical Estimator

<b>Job Title:</b> Senior Electrical Estimator	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers   Building Services & Engineering (a.k.a GBL)
<b>Reporting to:</b> Estimating Manager, Estimating Director		<b>Key Stakeholders:</b> Estimating Team/Senior Management Team/Clients

### Job Purpose:

To lead the preparation and presentation of commercially viable electrical services estimates, accurately and consistently within agreed deadlines in accordance with the practices and quality systems of the Company.

### Key Areas of Responsibility:

- Ensure all tender/cost plan enquiries are managed in accordance with company procedures.
- Review and analyse tender documentation, assessing project and design to ensure compliance with client requirements.
- Analyse the terms and conditions of the contract and issue for legal review.
- Liaise with the Technical Design and Operations Departments to ensure compliancy of tender conceptual designs, raising any queries with the client.
- Demonstrate an understanding of the project scope of works when briefing others during the tender strategy meeting.
- Review specifications, engage with the supply chain partners and produce a quotation control sheet for enquiry send-out.
- Manage and complete the tender take-off process, inputting into estimating software.
- Manage and check any measure/counts completed by other members of the team.
- Conduct detailed analysis of all quotations competently.
- Prepare and provide all relevant estimate documentation for tender adjudication.
- Advise of any potential value engineering opportunities.
- Attend site surveys, undertake detailed site investigations, and where required issue reports.
- Attend client meetings throughout the tender/post tender period.
- Produce scope of works methodology to support the tender submission document.

- Prepare draft tender letter with project specific notes and clarifications.
- Take ownership of the contract sum analysis.
- Ensure the forwarding of tender documentation and financial information to the Operations team prior to attendance at the tender handover meeting.
- Demonstrate the scope of works to the Operations Department, ensuring it has commercial and technical awareness of the project.
- Mentor and support other members of the team as required, imparting knowledge and skills.
- Any other duties relating to the business as instructed by the Company Directors.

***This is a broad overview of the position and does not encompass all aspects of the role. Gratte Brothers are an equal opportunities employer and welcome applications from all.***

### **Knowledge & Experience:**

- Experience of working within the building services industry across a number of sectors.
- Senior Estimator position held for 5+ years.
- Knowledge and understanding of electrical services.
- Proficient in the use of Word, Excel, and Outlook.
- Competency with estimating software (Trimble ContractMaster).
- Reliable and professional attitude towards work.
- Flexible and methodical approach to work.

### **Attributes & Skills:**

- Comfortable working in a team.
- Effectively manage time to meet deadlines.
- Multitask and manage the many priorities within the tendering process.
- Excellent attention to detail.
- Communicate professionally at all levels, internally and with clients.
- Collaboration with other departments/teams within the Company.
- Good organisational skills and able to manage workloads.
- High levels of literacy and numeracy.
- Receptive and adaptable to change.
- Mentoring and support of other team members

**Qualifications:**

- City and Guilds Craft or Advanced Craft Certificate (or equivalent NVQ).
- National Certificate - ONC, HNC, HND.
- Engineering degree (desirable).
- Member of recognised professional body (desirable).