

Job Overview:

Senior Mechanical Estimator

Job Title: Senior Mechanical Estimator	Location: Regents Wharf – London	Company: Gratte Brothers Ltd
Reporting to: Estimating & Procurement Director	Key Stakeholders: Estimating Team Senior Management Clients	

Job Purpose:

To lead the preparation and presentation of commercially viable mechanical 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 mechanical 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 in order 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).