		Reference	RM001.045
		Issue Number	01
4 Octagon Business Park, Hospital Rd, Lt Plumstead, NR13 5FH		Issue Date	04/11/2021
Section	Commercial Department	Revision Due	
Title	Groundworks Estimator Job Description	Author	F.Yallop

Job Description – Groundworks Estimator

Based at our Head Office in Norwich, as Groundworks Estimator you will be supporting our Production and Commercial Departments and reporting directly to the Lead Estimator.

You will have experience working with a variety of leadership levels and able to demonstrate a wide range of general office responsibilities and high IT proficiency.

This role requires high attention to detail and accuracy and the ability to manage multiple tasks of varying importance and work to deadlines, you will be confident on the phone and able to remain calm under pressure.

As well as being well organised, highly motivated and consistently willing to learn and self-develop, the successful candidate should have a strong desire to progress within the commercial department.


Principle Responsibilities:

With a primary focus to support the function of the business, some of the principle duties are as follows, but not limited to:-

- Estimating work value from site visits, architectural drawings and specifications
- Producing and maintaining a database of cost information used in cost plans
- Obtaining budget quotations / guide prices for specialist work
- Whilst you will be predominantly looking at projects within residential construction, from time to time you will be lending a hand to the small works team too
- Undertake take-offs from architectural drawings, both manually and electronically, to provide measured dimensions across a range of works including roads, sewers, foundations and external works
- Ideally you will have knowledge of construction techniques and materials
- Computer literate in the use of Microsoft Office, primarily Word and Excel & Outlook
- Researching the cost of items such as materials, transport, labour and equipment
- Establishing and maintaining relationships with clients, sub-contractors and suppliers
- Obtaining quotations from suppliers and specialist sub-contractors within specified time frames
- Preparing and submitting quotations alongside cost analysis for a range of works to the Lead Estimator
- An understanding of and the ability to interpret architectural and engineering plans and reports

Qualifications:

- **Essential** – GCSE Grades: A to C or 5/6 to 9 in Maths, English and ICT.
- **Desirable** – recognised Civils / Engineering / Construction qualification, HNC / HND or higher, however training can be offered to the successful candidate.


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Specialist Skills/Experience

- Experience in the Industry (preferred but not essential)
- Good Customer-Facing Skills
- Self-Management & Self-Motivating
- Initiative – able to work independently when required and within a small team
- Ability to Manage Workloads
- Timely
- Good Verbal and Written Communication Skills
- Methodical approach to Problem Solving
- Good numerical skills

Disposition

- Highly organised, meticulous in your approach to work, focused, self-disciplined and motivated to complete tasks accurately and within time scales set by the business.
- Strong communicational and influencing skills.
- Confidence to challenge anomalies and ensure compliance with company policies and procedure.
- An aptitude to learn and work as part of a team and develop as necessary.
- A positive, can-do approach to work.
- Discretion and trustworthiness.
- Polite manner.
- Smart professional appearance.
- Ability to work in a team.
- Ability to multi task.
- Good organisational skills.
- Clear written and verbal communication.
- Ability to keep calm in stressful situations.
- Accuracy and attention to detail.
- Effective verbal and written communication skills. Planning and organising skills.
- The ability to interact with people at all levels within/external to the Company.
- The ability to self-prioritise workload.

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Remuneration Package (Subject to Candidate Experience)

- Full-time position working 41.5 hours per week (Monday to Friday).
- Annual Salary range of £20-£35k depending on experience.
- 28 days Annual Leave (Including Bank Holidays).
- Access to Company Pension.
- Company Private Health Care Cover.
- Employee Assistance Programme
- Free on Site Car Parking

If you feel you are the right person to fulfil this role, please apply in writing with a brief note as to why you are a suitable candidate, accompanied by your CV to Ms Frankie Yallop, Bateman Groundworks, 4 Octagon Business Park, Hospital Rd, Little Plumstead, Norwich, NR13 5FH or frankie.yallop@batemangroundworks.co.uk