

## **Job Vacancy – Estimator**

### **Job Description**

Responsibilities revolve around the preparation of tenders and variations, generating accurate quotes by working with clients, engineers and designers to meet the project requirements.

### **Knowledge / Qualifications / Experience**

- Experience and knowledge within architectural metalwork, steelwork, and construction industry.
- Previous estimating experience for subcontractors.
- Able to read and understand architectural drawings, scope of works and bill of quantities.
- Good working knowledge of JCT / NEC contractual obligations and conditions, CDM regulations, building regulations, project programming and risk management.
- Good organisational skills.
- Problem solving skills and analytical thinking.
- Enthusiastic, self-motivated, and committed attitude.
- IT literate using Word, Outlook, and Excel etc.
- Able to work independently and as part of a team.
- Excellent verbal and written communication skills, with both customers and staff, at all levels.
- Relevant qualifications and CAD knowledge would be advantageous but is not essential.

### **Key Responsibilities**

- Prepare and submit quotations for clients.
- Prepare and submit monthly applications for payment.
- Assess supplier quotes and their suitability.
- Assist with project planning, communicating the project requirements at the start of the project.
- Attend meetings on site when required.
- Build and maintain relationships with both the client and external customers.
- Ensure compliance with regulations and standards.

### **Benefits**

- Mobile phone.
- Company pension.
- 33 days holiday per year.
- Salary dependant on experience.

All applications are to be submitted via email with an accompanying CV to:

**Mr Jordan Dixon,**  
[jdixon@structuralstairways.com](mailto:jdixon@structuralstairways.com)