

Job Vacancy – Trainee / Assistant Estimator

Job Description

Responsibilities will initially revolve around assisting in the preparation of tenders and variations, by generating accurate quotes, working with clients, engineers and designers to meet the project requirements. Ideally suited to a college leaver or recent graduate, we are also willing to consider someone looking for a career change.

Knowledge / Qualifications / Experience

- 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.
- Any construction or manufacturing industry experience would be advantageous but not essential.

Key Responsibilities

- Assist in the preparation and submission of quotations to clients.
- Assist in the submission of 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.
- Assist with maintaining compliance with regulations and standards
- Work towards being able to read and understand architectural drawings, scope of works, specifications and bill of quantities.
- You'll also work towards gaining a good knowledge of JCT / NEC contractual obligations and conditions, CDM regulations, building regulations, project programming and risk management.

Benefits

- Mobile phone.
- Company pension.
- 33 days holiday per year.
- Salary: £25,000 per annum
- Further training available for the right candidate.

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

Mr Jordan Dixon,

jdixon@structuralstairways.com