

## Job Overview:

### Estimating Assistant

<b>Job Title:</b> Estimating Assistant	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers Group
<b>Reporting to:</b> Bid & Opportunities Manager	<b>Key Stakeholders:</b> Estimating & Procurement Director Bid & Opportunities Manager Bid Coordinator	

#### Job Purpose:

As the Estimating Assistant, you will play a vital role in supporting the Estimating and Procurement team, ensuring the smooth running of tendering processes and administrative operations across multiple Group divisions. This dynamic position offers a blend of organisational, communication, and problem-solving responsibilities, making it ideal for a proactive and detail-oriented individual. From managing diaries, coordinating meetings, and handling correspondence to assisting with tender documentation and supplier enquiries, you will be at the heart of a fast-paced, collaborative environment. You will also contribute to the preparation of professional presentations and tender submissions, directly impacting the company's success in securing new projects. If you thrive in a role that requires initiative, creativity, and strong interpersonal skills, this is a fantastic opportunity to develop your career within a supportive and professional team.

#### Key Areas of Responsibility:

- Provide essential administrative support, including scheduling meetings, managing diaries, handling holiday, sickness and absence records, booking meeting rooms, and coordinating stationery requests.
- Support the Estimating & Procurement Director by maintaining their diary and ensuring seamless organisation.
- Act as the first point of contact, answering calls, taking messages, and directing enquiries professionally and efficiently.
- Manage email correspondence, ensuring messages reach the right teams quickly and effectively.

- To support Gratte Brothers | Building Services Maintenance with general administration duties.
- Collaborate with commercial and operations teams, playing a key role in the tendering process.
- Management of incoming tender documentation from the client, input into excel, identifying new revisions and organising addendum information for distribution internally and externally.
- Engage with suppliers and subcontractors, sending out enquiries via SharePoint and managing responses.
- Oversee the quotations inbox, responding to supplier and subcontractor queries promptly.
- Assist in tender-related communications, including managing TQ (technical query) responses.
- Assist in producing PowerPoint presentations for mid-bid and post-bid interviews.
- Coordinate external printing needs, ensuring documents are delivered on time and to the highest quality.
- Play a crucial role in tender submissions, assisting in preparing and delivering documents within the required deadlines.
- This is a responsible position requiring the ability to display initiative, creativity and good inter-personal skills. The successful candidate will be required to work without supervision as part of a small team.

**This is a broad overview of the position and does not encompass all aspects of the role.**

#### **Knowledge & Experience:**

- Experience of working within a busy, target driven office to deadline.
- General office experience.
- Knowledge or experience of either the construction, engineering, estimating or similar businesses is desirable.

**Attributes & Skills:**

- Strong attention to detail with a high degree of accuracy.
- Excellent organisation and time management, able to plan and prioritise effectively.
- Strong administrative skills, ensuring smooth day-to-day operations.
- Exceptional communication, both written and verbal.
- Confident and professional phone manner, handling calls with ease.
- Skilled at building strong relationships with colleagues, clients, and stakeholders.
- Tech-savvy, proficient in Excel, Word, PowerPoint, and ideally InDesign.

**Qualifications:**

Essential:

- GCSE (or equivalent) Maths: Grade 4/C or above.
- GCSE (or equivalent) English Language: Grade 4/C or above