

# Job Overview:

## Intermediate Electrical Estimator

<b>Job Title:</b> Intermediate Electrical Estimator	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers Ltd (GBL)
<b>Reporting to:</b> Estimating Manager/Senior Mechanical Estimators	<b>Key Stakeholders:</b> Senior management team/clients	

**Job Purpose:**

To support the Senior Electrical Estimators in the preparation and presentation of commercially viable electrical 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 for compliancy.
- Support the Senior Electrical Estimators with analysing the terms and conditions of the contract and issue for legal review.
- Support and liaise with the Design and Operations departments to ensure compliancy of tender conceptual designs, raising any queries with the professional team through the RFI Process.
- 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.
- Support in the tendering take-off process, inputting into estimating software.
- Support and liaise with the Senior Electrical Estimators to conduct a detailed analysis of all quotations competently.
- Support and liaise with the Senior Electrical Estimators in the preparation of estimate documentation for tender adjudication.
- Support and advise of any potential value engineering opportunities.
- Attend site surveys, undertake site investigations, and where required provide feedback to the Estimating team.
- Attend client meetings with senior company representatives throughout the tender/post tender period.
- Provide input for the production of the scope of works methodology to support the tender submission document.
- Provide input for the preparation of the draft tender letter with project specific notes and clarifications.
- 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.
- Intermediate Estimator position held for 3+ years.
- Knowledge and understanding of mechanical and public health services.
- Proficient in the use of MSFT Office, namely Word/Excel.
- Competency with estimating software (Trimble ContractMaster).
- Reliable and professional attitude towards work.
- Flexible and methodical approach to work.

**Attributes & Skills:**

- Confident verbal and written communication skills.
- Comfortable working in a team.
- Effectively manage time to meet deadlines.
- Manage specific priorities within the tendering process.
- Excellent attention to detail.
- Communicate/collaboration with other departments/teams within the company.
- Good organisational skills and be able to manage workloads.
- High levels of literacy and numeracy.

**Qualifications:**

- City and Guilds Craft or Advanced Craft Certificate (or equivalent NVQ).
- National Certificate: ONC, HNC, HND.
- GCSE (or equivalent) Maths: Grade 4 (C) or above.
- GCSE (or equivalent) English Language: Grade 4 (C) or above.

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