

Job Overview:

Estimating Administrator

Job Title: Estimating Administrator	Location: King's Cross, London	Company: Gratte Brothers Limited (GBL)
Reporting to: Bid & Opportunities Manager	Key Stakeholders: Estimating & Procurement Director/Bid & Opportunities Manager/Senior Bid Coordinator/Bid Coordinator	

Job Purpose:

To support the Estimating Department with the admin and tendering processes including management of tender documentation, subcontractor liaison, the coordination of meetings, correspondence, holidays, diaries, etc.

Key Areas of Responsibility:

- General administration duties including arranging meetings, maintaining and managing diaries, holiday requests, sickness and absence records, booking and reserving meeting rooms as requested and dealing with stationary requests, etc.
- Maintain diary for Estimating & Procurement Director.
- To answer and deal with all incoming telephone calls, take messages, etc., as required.
- Liaison with commercial and operation departments in line with tendering processes.
- Management of incoming tender documentation from the client, input into excel, identifying new revisions and organising addendum information for distribution internally and externally.
- The sending out of enquiries to suppliers and sub-contractors via Share Point.
- Managing the quotations inbox, responding to sub-contractor queries.
- Assisting with TQ responses to the client.
- Assist in producing PowerPoint presentations for mid-bid and post-bid interviews.
- Coordination of external printing.
- To assist in the preparation and delivery of tender submission 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.
Gratte Brothers are an equal opportunities employer and welcome applications from all.***

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

- Approach all work with a high degree of accuracy and attention to detail.
- Good organisational, planning, prioritisation, and time management skills.
- Good administration skills.
- Excellent communication skills (both verbal and written).
- Excellent telephone manner: confident in handling and taking telephone calls.
- An ability to build strong working relations with all stakeholders.
- Proficient with Microsoft Office—particularly Excel, Word and PowerPoint.
- Proficiency in InDesign is desirable but not essential.

Qualifications

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