

# Job Overview:

## Estimating Apprentice

<b>Job Title:</b> Estimating Apprentice	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers Group (GBG)
<b>Reporting to:</b> Estimating Manager		

<b>Job Purpose:</b> To provide support to the Estimating Team working on tenders within all market sectors.
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<b>Key Areas of Responsibility:</b> <ul style="list-style-type: none"> <li>• Attend appropriate college course.</li> <li>• Gaining an understanding of all estimating requirements.</li> <li>• Work alongside other members of the department in all estimating aspects.</li> <li>• Read and understand engineering specifications/technical schedules/drawings.</li> <li>• Measure and quantify from design drawings.</li> <li>• Transpose data into estimating software programme.</li> <li>• Understanding &amp; analysis of quotations.</li> <li>• Attending site surveys and client meetings.</li> <li>• Communication with Purchasing/Supply Chain.</li> </ul> <p style="text-align: center;"><i><b>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.</b></i></p>
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<b>Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>• Good time management and experience of working to deadlines.</li> <li>• Ability to work in a structured team.</li> <li>• Previous experience working in an office environment (preferable).</li> </ul>
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<b>Attributes &amp; Skills.</b> <ul style="list-style-type: none"> <li>• Confident oral and written communication skills.</li> <li>• Effective communication with all relevant stakeholders.</li> <li>• Ability to prioritise and manage a workload.</li> <li>• Ability to negotiate and influence clients.</li> <li>• Working knowledge of Excel/Word/PowerPoint.</li> </ul>
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<b>Qualifications</b> <ul style="list-style-type: none"> <li>• GCSE English and Maths grade A*-C/10-5 or equivalent.</li> </ul>
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