

Job Overview:

Estimating Apprentice

Job Title: Estimating Apprentice	Location: Regents Wharf	Company: Gratte Brothers
Reporting to: Estimating Director	[Key Stakeholders/Responsible For]: Estimating Director Estimating Manager Bid Support Team	

Job Purpose:

To undertake the role of an estimating apprentice in relation to Mechanical & Electrical Engineering, working on a variety of tenders within all market sectors.

Key Areas of Responsibility:

- Working alongside the estimating manager and senior estimators to firstly gain an understanding of Mechanical & Electrical Engineering.
- Read and understand the employer's requirements for each individual Project.
- Read and understand engineering specifications, equipment schedules for both M&E disciplines.
- Measuring and quantifying requirements from design drawings.
- The transposing of data into an electronic estimating software programme, Amtech
- Work alongside other members of the department in all estimating aspects.
- Be able to communicate and present well when required.
- Must have good time management skills to be able to work to strict deadlines.
- Attend Site Surveys and client meetings.
- Engage with Supply Chain Partners.
- To understand how a bid is put together from initial receipt of enquiry to final submission.

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:

- Commercially Astute
- Detailed level of written communication
- Good PC Skills
- Good Communicator
- Punctual

Attributes & Skills:

- Team Player
- Organiser
- Flexible
- Time Management
- Planner

Qualifications:

GCSE Maths / English Grade Level 6 – 9 or equivalent

