

# Job Overview:

## Principal Estimator

<b>Job Title:</b> Principal Estimator	<b>Location:</b> London - Regents Wharf Office	<b>Company:</b> Gratte Brothers Building Services Maintenance Ltd (GBBSM)
<b>Reporting to:</b> Managing Director	<b>Responsible For:</b> GBBSM Commercial Team	

<b>Job Purpose:</b>  Preparation of the written tender, estimating, responses, onward negotiation, mobilisation, and handover of successful tenders to the Operations Team.  Review existing contracts and prepare the submission and estimates of the renewals on their anniversaries.
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<b>Key Areas of Responsibility:</b>  <b>Pre-Mobilisation</b>  <b>Tender &amp; Quote Preparation</b> Manage the full bid process from initial enquiry through to final submission. This includes liaising with clients, consultants, preparing cost models (labour-based or asset-based) bid writing, and ensuring all documentation is accurate and compliant.  <b>Mobilisation Ownership</b> Lead and coordinate all mobilisation activities detailed in the Mobilisation Plan, ensuring a smooth transition from contract award to service commencement.  <b>Site Surveys &amp; Assessments</b> Attend site visits to inspect equipment, building fabric, and systems to determine actual maintenance requirements. Where necessary, labour load, build asset registers and maintenance planners from scratch to support accurate costing and planning.  <b>Subcontractor Coordination</b> Identify, engage, and compile all relevant subcontractor inputs required for tender submissions, ensuring coverage across all technical disciplines.
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**Creation of PPM Planner**

Develop and labour-load the Planned Preventive Maintenance (PPM) planner in line with SFG20 guidelines and client requirements.

**Subcontractor Review**

Assess subcontractor proposals for value, commercial opportunities, and negotiate better buying and rebates where possible.

**Documentation Preparation**

Prepare and finalise all tender-related documentation for review and sign-off by the Managing Director.

**Post-Mobilisation**

**Post-Mobilisation Handover**

Provide a fully completed cost model, including the finalised PPM planner, and work through all required steps outlined in the Mobilisation Plan to ensure a seamless transition to steady-state operations.

**Team Coordination**

Manage and support the wider commercial team on all activities related to the post-mobilisation phase, ensuring tasks are completed accurately and on time.

**Asset Validation Support**

Assist in validating asset data, ensuring accuracy and alignment with onsite findings and client records.

**Subcontractor Cost Management**

Support the process of obtaining, reviewing, and consolidating subcontractor costs for ongoing maintenance delivery. Raise and manage purchase orders for subcontractors as required, ensuring correct scope, value, and commercial controls are in place.

**PPM Setup in CAFM**

Create (when required) and upload the PPM schedules into the CAFM system, ensuring correct frequencies, tasks, and asset links.

**Mobilisation Handover Meeting**

Arrange and facilitate a formal mobilisation handover meeting between Operations and Commercial, aligned to the Mobilisation Plan.

**Knowledge & Experience:**

- 10 years' experience in an operational and managerial role within the Technical FM field.
- Minimum 5 years' experience in similar maintenance industry position
- Previous experience within Estimating
- Must have planned maintenance experience
- Demonstrable working knowledge of maintenance business operations (i.e. full business process)
- Proven track record of profitable/winning bids

**Attributes & Skills:**

- Ability to manage complete bid process
- Confident verbal and written communication skills
- Financial and commercial awareness
- Communicate effectively with all relevant stakeholders
- Effectively manage time in order to meet challenging deadlines
- Mentor and support others
- Ability and proven track record in negotiation and influencing
- Up to date relevant knowledge of building legislation
- Up to date relevant knowledge of Health and Safety legislation
- Commercial & Operational acumen
- Excel (High level)
- Word (High Level)
- Power point (Intermediate)
- InDesign (basic working knowledge)

**Qualifications:**

- Extensive knowledge of the Building Services, Repairs and Maintenance Industry.
- Strong communication and IT fluency
- Creative talents and the ability to solve tough problems
- Strong Technical knowledge
- Good all-round understanding of Building HVAC.
- In-depth knowledge of the industry and its current events
- The ability to handle pressure and meet deadlines
- Skill in prioritising and triaging obligations
- Attention to detail
- Excellent time management and organisation