



## Job Description: Part time Project Estimator

### Role:

As a Project Estimator you will be responsible for managing and planning all costs associated with various types of construction projects, from the initial enquiry throughout the tender period until securing of the project. You will work closely with lead generating team to ensure the smooth completion of estimating and that all project enquiries are reviewed, compiled, and submitted in line with the company estimating and sales procedure.

### Estimating Responsibilities

- Receiving tender documentation and preparing subcontract and supplier enquiry documents.
- Undertaking a traditional take-off from specifications and drawings.
- Pricing all elements within the tender
- Preparing tender / estimates ready for adjudication with the director / Senior QS, including any taking off as necessary, to create a comprehensive priced document, on time for submission.
- Liaison with client team to complete any value engineering that may be necessary to progress the project to site.
- Assisting the other Estimator/Surveyors from time to time as required.

### The ideal candidate will:

- Be a team player and willing to learn, listen and teach
- Have good communication skills and a good positive working attitude towards clients and architects.
- Be able to multitask and be flexible regarding workload
- Have a good working knowledge of Microsoft Excel, Word, and Outlook.
- Good commercial sense, with the experience and ability to make decisions.
- Be able to work under pressure and still produce accurate and detailed information and reports.
- Be well organised and capable of meeting deadlines.

### Qualifications & Experience

- Minimum of 3 years' Experience working as a QS or Estimator on projects and tenders.
- Driving Licence required.
- Estimating, Quantity Surveying or Building / Construction related qualification would be advantageous.
- Good understanding and knowledge of the construction industry, including the ability to read architectural drawings and understand the construction process.
- The ability to prepare contractor's quantities from specifications and drawings.
- The ability to fit in well, work as a team member and have initiative, enthusiasm, and good leadership skills.
- Good communication skills and positive working attitude towards clients and architects.
- Knowledge and understanding of building law, regulations, general health and safety, VAT and insurance.



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- Good commercial sense is imperative and experienced and ability to make decisions.

### ***Company mission***

- At Melhuish and Saunders, we pride ourselves on working as a team and ensuring that every project we work on is completed to a high standard of finish, within budget and, most importantly of all, to the client's satisfaction.
- Our team is driven by providing great services that transform their customer's businesses, whilst making money and having fun along the way

### ***Working hours and Environment***

- Working hours are over Monday to Friday for 24 hours a week.
- You may be required to work the occasional late evening or weekend.
- Your place of work will be based at the head office in Glastonbury
- Your team will consist of highly motivated and supportive individuals
- We care about the happiness of each of our employees and try to maintain a positive and fulfilling work environment

### ***Compensation***

- A Competitive Salary is offered which will be based on the qualification and level of experience.
- Pro rata 32 days Holiday (including bank holidays)
- 3% Employer Pension contribution
- Performance Bonus & Profit Share scheme
- Employee Life and Critical Health Insurance Scheme (following 1-year full service)