

# ESTIMATOR

Stowe Building Contractors Ltd is looking to appoint an Estimator to join its team at Marlesford in Suffolk, delivering a wide range of high quality domestic and commercial building projects throughout the county.

Working closely with colleagues in surveying, project management and procurement you will be responsible for the preparation and submission of tenders including:

- Obtaining and analysing material and sub-contract costs for tenders.
- Co-ordinating with clients, designers, suppliers and sub-contractors at tender stage to ensure requirements are understood and met by tenders submitted.
- Producing bills of quantities where required and / or quantity take offs as required.
- The production and submission of tender documents in line with the employer's requirements
- Ensuring adequate provision in tenders to cover safe methods of work, necessary welfare facilities and the requirements of the pre-tender health and safety plan.
- Planning and programming, allowing sufficient time to carry out work activities safely and without unnecessary risk to others.
- Undertaking risk and value-engineering activities.
- Identifying and develop responses to commercial risks.
- Preparing pre-contract handover information for the contracts team.
- Carrying out site visits when necessary to fully assess the scope of work required.
- Producing cost / income forecasts for schemes where milestone payments are stipulated to ensure a positive cash flow is maintained.
- Assisting the business in obtaining tender opportunities through tracking business leads and maintaining good, ongoing client relationships.

## **Ideally, you will have the following skills and experience:**

- A strong construction background with at least three years estimating experience.
- Professional Qualifications preferable.
- Specific working knowledge of supply chain, programming and construction techniques.
- A team player, ability to work under pressure, with strong time management skills.

**If you would like to apply for this role with a successful, growing regional contractor, please email your CV with a covering letter to Mr Andrew Stowe at**

**[astowe@stowebuildingcontractors.co.uk](mailto:astowe@stowebuildingcontractors.co.uk)**