

## CHIEF ESTIMATOR

JOB REF: 0618

Our client is a dynamic and progressive specialist joinery and interior fit-out contractor which has built a reputation for excellence and innovation and has an international track record of achievement. Due to ongoing expansion, the company now wishes to add a Chief Estimator to their team in Co Antrim.

### Job Purpose

The Chief Estimator is responsible for managing the estimating team to progress potential projects from receipt of enquiries to submission of tenders, post tender negotiations, and the handover process to operations.

### Responsibilities:

- Generate, receive & review enquiries and opportunities for appropriate tenders and assess suitable pathways to successful contract award in liaison with Senior Management.
- Allocate resources to tenders and monitor bid preparation to ensure that tender deliverables are prepared accurately and consistently to the required standard and tenders are returned by the required deadlines.
- Conduct bid adjudication and ensure decisions taken are reflected in the bid / post-bid negotiations.
- Review and at times prepare bid clarifications, ensuring accuracy and consistency.
- Manage the post tender process to award of contract including follow up with the potential clients on a regular basis to ensure maximum tendering success.
- Ensure handover documentation is complete and reflects final position.
- Report regularly on the performance of the Estimating Department as requested.
- Undertake business travel as necessary to meet potential clients as part of the tender process.

### Person Specification

- A proven track record in the area of Estimating with full responsibility for the bidding process from enquiry to submission.
- A wide knowledge of general building works including new build refurbishment and fit-out and the ability to work from 'first principles'.
- Excellent leadership and people management skills with the ability to manage and motivate a team.
- Excellent commercial acumen, organisation skills and the ability to work under pressure and to deadlines.

- A high level of computer literacy including computerised Estimating and valuation systems.
- A recognised qualification in a relevant discipline i.e. Quantity Surveying, Civil Engineering or Building / Construction.
- RICS/CIOB membership would be an advantage but not essential.

*Contact Con Gallagher on 028 8676 0044 for a confidential chat or submit your CV via the link.*

***The Company reserves the right to vary criteria at the shortlisting stage.***

***Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.***

#### **DATA PROTECTION**

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