

Xylotek

JOB DESCRIPTION

PROJECT ESTIMATOR/QS

Reporting to:	Sales Manager
Key Relationships:	Sales Manager Project Managers Design Director Operations Director

Main Purpose of the role:

To provide a comprehensive accurate estimating of new project enquires enabling compliant tender bids

Main Duties within the role

- Produce accurate tender estimates based on available information
- Input into tender responses with sales team

Detail

- Review tender documentations received from potential clients
- Produce an accurate bill of quantities from tender documents
- Approach the supply chain to obtain material and subcontract quotations
- Analyse, compare and negotiate any quotations received
- Produce project estimates using in-house software
- Produce project programmes for tender response
- Input into tender responses
- Maintain a record of component prices and square meterage rates to act as price guides- available to a sales team
- Liaising with both clients & subcontractors effectively, if required to do so
- Attending meetings to assist with completing tenders

Please send us your CV and portfolio or examples of your work to jobs@xylotek.co.uk