

# GMI Construction Group PLC

## Estimator



<b>Main Purpose of the Role</b>	We are looking to recruit an experienced Estimator. The successful candidate will be responsible for the management and preparation of competitive tender submissions in accordance with company protocols.
<b>Objectives / Key Duties</b>	<ul style="list-style-type: none"> <li>• Work across a wide range of sector types and adapt the estimating strategy accordingly</li> <li>• Work on a variety of tendering forms; e.g. single stage, 2-stage, negotiated, cost plan budgets etc.</li> <li>• Manage incoming tender documentation including addendums and instructions</li> <li>• Collate tender enquiry documents and issue to supply chain</li> <li>• Analyse supply chain returns and check for compliance, scope gaps, accuracy of quantification, preliminaries / attendances and onerous T&amp;C's</li> <li>• Provide (from first principles) labour, plant and material rates for "traditional trades" e.g. substructures, drainage, brickwork, joinery, concrete works, external works etc.</li> <li>• Build up composite rates for "non-critical" packages</li> <li>• Participate in collaborative supply chain meetings during the tender period in order to determine accurate scope of works and competitive prime costs</li> <li>• Ensure that appropriate quantification checks are undertaken</li> <li>• Attend internal final tender review and present the prime cost to the executive board for agreement and sign-off</li> <li>• Establish contemporary build rates to be used in benchmarking of future opportunities</li> <li>• Ensure awareness of current build techniques and use of contemporary materials</li> <li>• Ensure that continuous feedback is maintained from actual projects and by analysis of market prices to ensure that estimates are benchmarked against current information</li> <li>• Issue feed-out and handover documents for successful tenders and provide assistance with the placing of early subcontract orders</li> </ul>
<b>Key Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Proficient user of Microsoft Word, Excel and Outlook along with estimating software packages such as Conquest</li> <li>• Effective communication skills both written and verbal</li> <li>• Ability to work under pressure and meet tight deadlines</li> <li>• Contribute creative and innovative ideas</li> <li>• Self-motivated and organised</li> <li>• Excellent attention to detail and self-organisation</li> <li>• The ability to interact with people at all levels both within and external to the organisation</li> <li>• Full UK Driving Licence</li> </ul>
<b>Reporting To</b>	Managing Director
<b>Base</b>	Leeds with occasional travel for site visits and meetings to Manchester Office

In the first instance, please forward a letter of application and CV to:

david.nolan@gmicon.co.uk  
patrick.downes@gmicon.co.uk

No agencies please.

GMI Construction Group Plc is an Equal Opportunities Employer.

