

Job title	<i>Estimating Assistant (Civils)</i>
Reports to	<i>Managing Estimator</i>

Job purpose

The successful candidate will be responsible for working as part of the estimating team in the timely preparation of estimates for Civil Engineering projects throughout the UK. As a key team member the successful candidate will be based in our Head Office in Dunmurry and will communicate with a wide range of construction professionals both within the company and externally. This role will require a keen eye for detail with strong ICT skills for recording and collating data relating to tenders.

The successful candidate will have the potential for continuous improvement and enhance their commercial knowledge leading to career growth within Farrans. Farrans will provide detailed support and training to achieve this objective. Specific training requirements will be reviewed with the successful candidate.

Duties and responsibilities

- Work alongside the Estimator(s) in preparation of commercial tender submissions.
- Attend regular tender review meetings with the Estimator(s).
- Identify, prepare and distribute enquiry packages to material suppliers and sub-contractors.
- Establish pricing structure within the Conquest estimating software.
- Import and maintain up to date bill of quantities within the estimating software.
- Co-ordinate and/or undertake measurement of works to facilitate enquiries and pricing.
- Allocation of resources to facilitate supply chain engagement.
- Evaluate returned quotations from suppliers/subcontractors and where necessary communicate with suppliers/sub-contractors to bring quotations in line with the project specification and respond to technical queries arising from the enquiry process.
- Undertake option appraisal through supply chain engagement.
- Managing subcontract and supplier tender return dates, ensuring they are submitted on time.
- Maintain up to date records of active and prospective supply chain on company database.
- Manage effective communication with subcontractors, suppliers and colleagues.
- Work collaboratively with other Farrans departments.
- Assist the Estimator in submitting tender/bids, to be returned within the set guidelines.
- Prepare Handover documentation on confirmation of winning tenders.
- Abide by all business compliance requirements in line with Company policies.
- Strive for continuous improvement within the estimating process and your area of responsibility.

Working conditions

This role will be based at Dunmurry. Whilst this is an office-based role, the successful candidate will be expected to travel from time to time as part of their role to construction sites, Company fixed locations or other locations as requested by Management throughout the UK & Ireland.

Qualifications

Successful candidate should have a Degree in Civil Engineering / Quantity Surveying or in other related disciplines with related professional qualifications. Applicants with HND/HNC in similar discipline will be considered provided they can demonstrate a proven track record within Construction/Building sector.

Requirements include:

- Full Drivers License.

Experience

- Previous site experience and/or office experience within the construction industry preferable.
- Advanced knowledge in Microsoft Office (Excel, Project, PowerPoint, Word, Outlook) and database software.

Skills & Competencies

- Strong numerical/mathematical and data analysis skills.
- Excellent attention to detail and meticulous planning skills.
- Strong IT Skills.
- Accurate and consistent approach.
- Good communication skills.
- Ambitious to learn new skills and build a career.
- Excellent organisation skills.
- Be able to proactively carry out estimating duties.

Farrans Construction is an Equal Opportunities Employer.