

THE COMPANY

Farrans is an established Building and Civil Engineering company operating in various construction sectors within the UK, Ireland and in wider Europe. A subsidiary of CRH plc, the market leading materials business, Farrans have a turnover in excess of £275m, with over 500 employees. The Company strives to deliver excellence and continuous improvement in all aspects of our building and civil engineering service level. We feel this is successfully achieved through our core values, culture and our commitment to the continuous professional development of our team.

As an employer, Farrans provides its employees with an engaging working environment, which enables them to demonstrate, develop and evolve their respective skills.

The Role

Reporting to the estimators, the trainee estimator will be responsible for working as part of the estimating team in the preparation of tender estimates and cost planning for major construction projects throughout the UK and Ireland. As a key team member, the successful candidate 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 analysis relating to tender stage commercial appraisal.

The successful candidate will have the opportunity for continuous improvement leading to advancement and Farrans will provide the necessary support and training to achieve this objective. Specific training requirements will be reviewed with the successful candidate and may include day release study.

Key Responsibilities

- Work alongside the Senior Estimator.
- Prepare and send out enquiry documents to providers of materials and sub-contractors for the scope of work.
- Extract bill of quantities from tender package estimating software.
- Evaluate returned quotations from suppliers / subcontractors and where necessary communicate with suppliers / sub-contractors to align quotations with the project specification.
- Organise the delivery of completed tender documents ensuring that they reach the client by the date and time specified by the tender. Ensure completed tenders are filed and recoverable.
- Strive for continuous improvement within the estimating process and your area of responsibility.
- Abide by all business compliance and ethical requirements in line with company policies.
- Managing subcontract and supplier tender return dates, ensuring they are submitted on time.
- Attend regular tender review meetings with Senior Estimator.
- Maintain records of submitted estimates.
- Prepare Handover documentation on confirmation of winning tenders.
- Update subcontractors details on company database.
- Assist senior estimator in submitting tender / bids, to be returned within the set guidelines.
- Manage effective communication with subcontractors, suppliers and colleagues.
- Work collaboratively with other Farrans departments.

Working conditions

This role will be based in Litlington and will cover the United Kingdom and Ireland regions. The trainee estimator will be expected to travel as part of their role to construction sites, company fixed locations or other locations as requested by management.

Personnel Specification

A professional individual who is educated to an A Level standard or equivalent. They must have excellent communication skills to promote the company values to our clients. The successful candidate should demonstrate attention to detail.

	Essential	Desirable
Qualifications	<p>Educated to an A Level standard or equivalent. Applicants who have recently sat their A Levels and who are awaiting their results (or are about to shortly sit their A Levels) will be considered provided they can demonstrate a strong level of achievement at GCSE / projected A Level results.</p> <p>Full Driving Licence</p>	Appropriate HNC / Degree.
Experience	Advanced knowledge in Microsoft Office (Excel, Project, PowerPoint, Word, Outlook) and database software.	Previous construction experience.
Customer Focused	<p>Builds respectful, trusting and productive relationships with internal, external customers and other stakeholders.</p> <p>Reacts promptly to meet and exceed customer requests, ensuring a positive and memorable experience.</p>	
Drive for Results	<p>Consistently achieves results, thinks ahead, identifies opportunities and takes action to meet required standards.</p> <p>Strong numerical/mathematical and data analysis skills.</p> <p>Excellent attention to detail and meticulous planning skills.</p>	

	<p>Good communication skills and ability to engage with the supply chain.</p> <p>Ambitious to learn new skills and build a career.</p> <p>Has the ability to proactively carry out administrative estimating duties.</p>	
<p>Teamwork and Collaborative Working</p>	<p>Builds partnerships and works collaboratively with the leaders and managers to achieve business goals.</p> <p>Recognises and respects the value of differing perspectives within the team.</p> <p>Balanced and rational outlook in dealing with others at all times.</p> <p>Ability to demonstrate initiative whilst working in a team environment.</p>	
<p>Initiative and Problem Solving</p>	<p>Initiates positive steps to resolve problems, acts without waiting to be told what to do.</p> <p>Proactively looks for new or improved ways of doing things.</p> <p>Actively participates in the generation and development of new ideas.</p> <p>Weighs up relevant information in an optimal timeframe before reaching decision</p> <p>Accurate and consistent approach.</p> <p>Excellent organisation skills.</p>	
<p>Flexibility</p>	<p>Demonstrates personal resilience and adapts as the requirements of the business environment changes.</p> <p>Learns from challenges while maintaining a positive attitude and a passion for work.</p>	

	Can organise and prioritise conflicting demands while maintaining good judgement and a sense of perspective.	
Team Leadership	Has the ability and desire to encourage, inspire and support others. Promotes collaboration and leads by example.	Requests regular feedback, guidance and assistance.
Developing Others	Maintains excellent morale.	

Farrans Construction is An Equal Opportunities Employer.