

JOB & PERSON SPECIFICATION

JOB TITLE	ESTIMATING & Operations ASSISTANT
DEPARTMENT	OPERATIONS
REPORT TO	PROCUREMENT AND PROJECT MANAGER
LOCATION	NEWBURGH, SITE OFFICE

ROLE OVERVIEW

Your role will be instrumental in delivering and maintaining a high-quality service/support within our Operations team, which will help us in achieving our company objectives and strategy. This will include:

#1	Work with estimating teams to help secure future projects for the company
#2	Contribute to project planning, programmes, lift plans etc
#3	Obtain best prices and procure parts and materials
#4	Managing and tracking of steel purchases to comply with EN 1090
#5	Pricing and supporting KRSM projects

ROLE & RESPONSIBILITIES

Main Estimating/Operational Activities: -

- Work with estimating teams to help secure future projects for the company, review enquiries and using cost models to calculate materials, labour and equipment needed to complete the projects
- Assisting with tender queries where required, ensuring technical and commercial criteria have been met
- Prepare tender documents, contracts, budgets, bills of quantities (BOQs), quotes and other documentation (including cost models)
- Analyse, drawings, BOQs and other project documentation to estimate costs
- Support with identifying any financial, technical and operational project risks before quoting
- Assist with drone and site surveys to gather information
- Participate in estimating/project meetings and prepare job folders
- Quantify materials from drawings through material take offs
- Assist with compiling and submitting quotations, acting as a liaison with client where required
- Contribute to project planning, programmes, lift plans etc, updating documents and trackers where required (e.g. fabrication and delivery planners)
- Assist with the adherence and auditing for UKCA (CE) Marking for Steel (EN1090)
- Communicate effectively with site/workshop teams on delivery dates (inc. access and/or unloading requirements)
- Liaise with clients, site managers and project managers as well as other associated professionals (e.g. engineers and architects)
- Help ensure projects are completed in line with allocated budget and variations (VO's) are captured
- Research, source and negotiate best prices and quotes from suppliers and subcontractors
- Assign PO numbers, order parts/materials and track deliveries
- Preparation of O&M manuals and job packs
- Opportunities for site work to assist teams on site

Main KRSM Activities:

- Log, price and track enquiries, quotes and projects for KRSM
- Place orders/procurement
- Manage deliveries and collections

General Activities:

- Communicate with team, customers, suppliers and all external bodies in a clear, positive and professional manner
- Actively promote our products, services, values and messaging so customers buy into our brand
- Adhere to all company policies and procedures, adapting working practices when required to ensure maximum productivity and efficiencies
- Utilise our systems fully to ensure accurate input and reporting
- Demonstrate awareness and responsibility for the safety of self and others
- Attend, participate, capture and complete assigned actions in all relevant meetings
- Contribute to the general running and development of the business
- Keep workspace, documentation and filing organised and tidy
- Take pride in our facilities, ensuring they are kept safe, clean and tidy always
- Carry out any other duties deemed necessary for the business

THE KR WAY

Our purpose is to **RE-ENERGISE** the construction industry. To become a driving force in creating a more sustainable construction model and legacy for the next generation. To do that we need our teams to:

- Bring the energy, passion and positive attitude needed to drive change and results
- Align your priorities and decision making with company vision, values and goals
- Make time for innovation and collaborative creation of fresh ideas and initiatives
- Challenge the status quo. Identify areas where improvement is needed and assist in implementing the necessary changes
- Assure own competence by committing to ongoing training and personal development
- Be a champion for continual learning, sharing knowledge and supporting development of others
- Engage in company initiatives and attend at least 1 of our external sites, networking events, community projects or team events per quarter.

KR CREDENTIALS (Person Specification)

	Essential	Desirable
Knowledge + Experience + Qualifications		
Has proven work experience in a similar role	X	
Can demonstrate knowledge of construction industry (or willing to learn all about it)	X	
Has the relevant qualifications they can apply to this role (or is working towards them)		X
Knowledge of UKCA (CE) Marking for Steel (EN1090) to assist with and audit compliance		X

Competencies + Skillset		
Has the interpersonal skills to sustain effective relationships across our business both internally and externally	X	
Manages own workload, prioritising tasks and meeting deadlines aligned with company goals	X	
Able to act proactively and with limited direct supervision, while at the same time recognising when matters need to be referred to more senior member of team		X
Develops own knowledge of the organisation, its context, and its services to fulfil objectives		X
Competent in continual learning and utilisation of software and systems relevant to role	X	
Ability to process information and instruction and ensure effective implementation	X	
Presents self in an appropriate manner (according to the situation)	X	
Communicates in a clear, open and positive manner across all mediums	X	
Keeps team informed of progress on key tasks and objectives whilst ensuring that delegated tasks are completed on time	X	
Identifies and highlights potential obstacles in achieving tasks and objectives and proposes solutions where appropriate		X
Develops new processes and practices to accommodate new objectives and technological developments		X
KR Way		
Brings the energy, passion and positive attitude needed to drive change and results	X	
All about innovation and collaborative creation of fresh ideas and initiatives		X
Up for some positive disruption! Willing to challenge the status quo and look for a better way		X
Aligns priorities and decision making with company vision, values and goals	X	
Champion for continual learning, sharing knowledge and supporting development of others		X
Comfortable learning and utilising technology/systems to drive efficiencies and productivity		X

This job description has been designed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as an exhaustive or fully inclusive listing of all duties, responsibilities and qualifications required of employees assigned to the role. You may be asked to perform other duties and support across the business and other departments as required by management.

I have read, understand and agree to carry out the tasks within this job and person specification to the best of my ability

Employee signature:		Employee Name:	
Date signed:		Line Manager:	