

## JOB & PERSON SPECIFICATION

JOB TITLE	STEEL AND CLADDING ESTIMATOR
DEPARTMENT	OPERATIONS
REPORT TO	SENIOR QUANTITY SURVEYOR
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	Create detailed quotations
#2	Tender preparation
#3	Liaise with suppliers to ensure best rates
#4	Track valuations and retentions

## ROLE & RESPONSIBILITIES

### Main Estimating/Operational Activities:

- Analyse drawings and specifications etc. to prepare time, cost, materials and labour quotations for projects
- Apply knowledge of techniques, calculations and processes
- Carry out/assist with site surveys
- Generate accurate and detailed quotations and tenders in a timely manner
- Establish and maintain working relationships with suppliers to ensure best rates
- Procure materials and plant, creating relevant purchase orders and ensuring timely ordering
- Create sales invoices in line with valuation process
- Create programme schedules for projects. Monitor progress and track changes
- Liaise with Directors & Site Supervisors throughout projects to ensure deadlines are met and changes/extras captured
- Create variation orders
- Liaise with customers, quantity surveyors and subcontractors to work through issues and ensure timely payments
- Liaise with Finance Lead regarding payment schedules and outstanding invoices to allow efficient credit control
- Assist with project costings/job close out
- Create and maintain rates database for materials and resource costing
- Ensure all data accurate and up to date to allow for regular financial reporting

### Other Activities:

- Contribute to the general running and development of the business

- Attend and participate in monthly operations meetings

## 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
<b>Knowledge + Experience + Qualifications</b>		
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
Strong understanding of construction processes	X	
<b>Competencies + Skillset</b>		
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
Excellent negotiation skills	X	
Ability to read/understand detailed drawings	X	
Impeccable problem-solving and analytical skills	X	
Ability to work under pressure and meet strict deadlines	X	
Decision making skills	X	

Ability to maintain good customer and supplier arrangements		X
Effective planning skills		
Develops new processes and practices to accommodate new objectives and technological developments		X
<b>KR Way</b>		
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**

<b>Employee signature:</b>		<b>Employee Name:</b>	
<b>Date signed:</b>		<b>Line Manager:</b>	