

Guidelines for E&I Estimator Vacancy

Job Title: Estimator – Electrical & Instrumentation

Place of work: Immingham

Purpose: To prepare, submit and progress quotations through to final order.

Report to: Business Operations Director.

Major Duties

- Ensure all enquiries are booked into system.
- Liaise with appropriate Senior Management regarding proposed submission of certain tenders.
- Check that tender return dates are achievable and notify client accordingly.
- Use tender control programs and monitor progress of tender preparation.
- Participate in meetings with Management to review status of enquiries, outstanding bids and estimating workload.
- Attendance at company business development presentations and pre tender meetings
- Issue of prequalification documentation and supporting data
- Prepare handover documentation for successful bids
- Provide ongoing support to the project team during handover phase.
- Obtain ongoing feedback from projects on key measures (e.g. productivity and labour issues)
- Attend project feedback workshops

Key Skills Required

- Good level of education, preferably a graduate.
- Electrical/Instrumentation technical qualification
- Must be numerate and computer literate (working with MS Project, Excel, Word is desirable).
- Must be well organised and able to work under pressure.
- Extensive experience in the industry is essential.
- Must be able to communicate well at all levels.
- Commercial awareness.